



**D.C. DEPARTMENT OF GENERAL SERVICES**

**REQUEST FOR PROPOSALS**

**LANDSCAPING SERVICES**

**February 27, 2012**

**Proposal Due Date:** **March 20, 2012 by 2:00 p.m. EST**

**Proposal Delivery Location:** *Department of General Services  
Att'n: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW  
Contracts & Procurement Division, 5<sup>th</sup> Floor  
Washington, DC 20009*

**Preproposal Conference:** **March 7, 2012 at 10:30 a.m. EST**  
*RFK Stadium – Lot 4, Gate F entrance*

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**Solicitation Number:** DCAM-12-NC-0100

## **Executive Summary**

The Department of General Services (“Department” or “DGS”) is issuing this Request for Proposals (“RFP”) to engage one or more contractors to provide grounds maintenance and landscaping services for certain District of Columbia public facilities. In general, these facilities include the District government’s portfolio of assets that was maintained by former Department of Real Estate Services and the District’s inventory of schools and recreation centers. The facilities have been divided into four (4) groups and listed on **Attachment A**. The selected Contractor(s) will be required to provide all management, tools, supplies, equipment, vehicles and labor necessary to perform the required services through November 2012 for the awarded group(s). The contract shall also provide, in addition to the base year, two additional option years.

In general, the selected Contractor(s) will be required to perform routine, scheduled maintenance including mowing; trimming; edging; debris removal; and raking, bagging and removal of leaves, at regular intervals throughout the contract term. In addition, the selected Contractor(s) may be asked, from time to time, to provide additional services that may include fertilization; pruning; weed control; and flower bed planting and maintenance (including watering). The objective is to present a clean, neat and professional appearance and to promote the growth of healthy grass, trees, shrubs, and plants at various District locations. The District also expects that the Contractor will be able to recommend environmentally friendly products and service delivery options.

### **A.1 Form of Contract**

The Form of Contract will be issued by addendum. Offerors should carefully review the Form of Contract when submitting their proposal. To the extent there are any inconsistencies between this RFP and the Form of Contract, the Form of Contract shall prevail. Offerors are further advised that they are required to submit their proposal premised upon entering into a contract that is substantially similar to the Form of Contract and that any proposed changes to the Form of Contract must be clearly identified and described in their proposal. A proposal that fails to specifically identify and describe the requested changes shall be deemed non-responsive.

## **A.2 Contractor's Compensation**

The Contractor will be awarded a combination lump sum/time and materials based contract. Offerors will be required to bid a lump sum for the routine grounds maintenance services required for each of the groups of facilities listed on **Attachment A**<sup>1</sup>. Offerors shall also bid an add/deduct price for the addition or deduction of a single routine maintenance visit. In addition, Offerors should provide hourly rates for the additional landscaping services listed on the pricing spreadsheet included as **Attachment B** as well as a percentage mark-up for materials/supplies. The cost of any equipment necessary or appropriate for the services to be performed on a time and materials basis shall be included in the hourly rate. The lump sum, hourly rates and material mark-up will be the Contractor's sole compensation for the services required under the contract and should include sufficient funding for all of the Contractor's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies (unless otherwise indicated), and overhead, insurance and profit.

The Offeror shall provide lump sum rates for the routine maintenance and hourly rates for additional landscaping for the base contract year as well as the two option years. Offerors may bid on up to four (4) groups, and Offerors may include a volume discount if they were to be awarded more than one (1) group.

## **A.3 Economic Inclusion**

The Department requires that Local, Small and Disadvantaged Business Enterprises ("LSDBEs") participate in this project to the greatest extent possible and desires that such businesses perform at least fifty percent (50%) of the work under this procurement. At least thirty five percent (35%) of the work awarded to LSDBES must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission, and twenty percent (20%) must be awarded to entities that are certified as Disadvantaged Business Enterprises. The Department will also require that the Contractor and all of its subconsultants, subcontractors, and suppliers, enter into a First Source Employment Agreement with the Department of Employment Services, hire fifty-one percent (51%) District residents for all new jobs created on the project, and comply with the newly established workforce participation requirements. Please see **Part C** of this RFP for additional information.

In addition, at least fifty-one percent (51%) of all hours worked on this Contract must be worked by District residents.

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<sup>1</sup> Please note the facility size information included on Attachment A has not been verified. The information is provided for guidance only, and Offerors should verify such information in the field, to the extent the Offeror deems necessary.

#### **A.4 Selection Criteria**

Proposals will be evaluated in accordance with **Part D** of this RFP. The following evaluation criteria will be used:

- Experience & References (25 points)
- Key Personnel (10 points)
- Work Plan and Schedule (15 Points)
- Cost (40 points)
- LSDBE Compliance/Utilization (10 points)

#### **A.5 Project Schedule**

The preliminary project schedule is as follows:

- |                             |                                      |
|-----------------------------|--------------------------------------|
| • Notice to Proceed         | - April 2, 2012                      |
| • End of Contract Base Year | - November 30, 2012                  |
| • Option Year 1 Period      | - March 1, 2013 to November 30, 2013 |
| • Option Year 2 Period      | - March 1, 2013 to November 30, 2014 |

#### **A.6 Procurement Schedule**

The schedule for this procurement is as follows:

- |   |                             |
|---|-----------------------------|
| • Issue RFP                             | - February 27, 2012         |
| • Pre-proposal Conference               | - March 7, 2012 at 10:30 am |
| • Last Day for Questions/Clarifications | - March 13, 2012            |
| • Proposals Due                         | - March 20, 2012 at 2:00 pm |
| • Notice of Award                       | - March 27, 2012            |

#### **A.7 Attachments**

- |              |  |
|--------------|--|
| Attachment A | - List of Facilities                             |
| Attachment B | - Offer Letter and Unit Rate Spreadsheets        |
| Attachment C | - Disclosure Statement                           |
| Attachment D | - Tax Affidavit                                  |
| Attachment E | - Service Contract Act and Living Wage Act Rates |

## **SECTION B           SCOPE OF WORK**

### **B.1     Scope of Work**

In general, the selected Contractor shall be required to provide all management, tools, supplies, equipment, vehicles and labor necessary to perform the required routine, scheduled grounds maintenances services throughout the Contract term, for all, or a portion, of the facilities listed on **Attachment A**. The Contractor, at DGS' election, may also be required to provide these services for up to two additional option years. The months of service include, but are not limited to, March through November. The intent of this contract is to present a clean, neat and professional appearance and to promote the growth of healthy grass, trees, shrubs, and plants at various District locations.

**B.1.1   Routine, Scheduled Grounds Maintenance.** Routine, scheduled maintenance shall include mowing; trimming; edging; pruning (plants/shrubs); debris removal; and raking, bagging and removal of leaves, at regular intervals throughout the contract term, as specified herein.

**B.1.1.1   Mowing Services.** The Contractor shall provide all personnel, equipment, tools, supervision, and other items and services necessary to ensure that all mowing is performed in a manner that will maintain healthy grass at the contract's required height and present a clean, neat, and professional appearance.

**B.1.1.1.1** The Contractor shall perform mowing as necessary to maintain the proper height of three (3) inches. Some areas will be labeled as natural or restoration areas and can have skip mow patterns to allow for wildlife habitat but these must be identified by the Department prior to the mowing season. The Contractor shall submit a routine grounds maintenance schedule to the Department no later than thirty (30) days prior to each grass growing season (March – November). Unless otherwise rescheduled due to inclement weather, all scheduled mowing shall commence and be completed in one day, or as specified. The Contractor shall cut the grass to the street curb not just sidewalks; to include the tree spaces surrounding the property. The Contractor shall mow around all physical features (i.e. poles, walls, fire hydrants, signs, etc.).

**B.1.1.1.2** The Contractor shall mow the turf in such a way that clippings are not piled up or rows of clippings are formed. The Contractor shall change the mowing pattern or direction at each cut to reduce the grooves in the turf caused by equipment.

**B.1.1.1.3** The Contractor shall not remove more than 1/3 of grass's height during any one mowing. The Contractor shall cut at a higher height and then reduce the height to the 3" on the second cut within the same visit to handle sites where the turf has grown greater than four inches unless otherwise directed by the Department.

**B.1.1.1.4** The Contractor shall prevent scalping, uneven mowing, rutting by equipment and damage to trees, shrubs, and plants during Contractor operations. The Contractor shall use precautions such as removal or repair of equipment causing unnecessary damage or procedures causing unsatisfactory mowing. The Contractor shall protect all trees from damage by mowers,

weed eaters, and other equipment, and protect buildings and property. The Contractor shall replace any damaged trees and landscape areas, to the satisfaction of the Department, as a result of the Contractor's action or inaction.

**B.1.1.1.5** The Contractor shall repair turf damaged during mowing operations to its condition immediately before the damage within 72 hours of being notified of the damage by the Department.

**B.1.1.1.6** If the Contractor's equipment shreds litter such as trash or debris, the Contractor shall remove the litter the same day work in that area is completed.

**B.1.1.1.7** The Contractor shall remove grass clippings from all surfaces immediately after mowing.

**B.1.1.1.8** The Contractor shall perform mowing and trimming so as not to project grass clippings on paved surfaces, retaining walls, curbs, fence lines, parked vehicles and all areas abutting the grass. The Contractor shall direct grass clippings towards the property and away from the sidewalk or road abutting the property. In the event that clippings end up on sidewalks, streets, or areas outside of the District's property being worked on, the Contractor shall immediately clear such areas of clippings.

**B.1.1.2 Trimming/Edging.** The Contractor shall perform edging during each mowing operation with the use of weed eater for the edging of all accessible sidewalks, curbs, mulched areas, tree wells and flower beds. The Contractor shall use a string trimmer to define the edge to create a clean cut vertically. The Contractor shall perform trimming around all physical features (i.e. poles, walls, fire hydrants, signs, etc.) during each mowing operation to match the height and appearance of surrounding vegetation. The Contractor shall be held responsible for repairing any damage to trees, shrubs and plants from trimming. The Contractor shall ensure that the string of the trimmer does not come in contact with the trunk of any tree. The Contractor shall clear and clean paved surfaces, including but not limited to sidewalks, parking lots and streets, and drainage structures of grass clippings and other debris following each mowing by blowing the surface areas.

### **B.1.1.3 Removal of Debris**

**B.1.1.3.1** The Contractor shall remove all trash and debris prior to mowing. The Contractor shall remove all other materials such as grass clippings, weeds, tree trimmings (branches up to 4" in diameter), and leaves from all turf service areas at the end of each mowing operation. In addition, the Contractor shall remove any grass clippings or other debris from all paved areas within the property boundary. The Contractor shall not blow any grass clipping down the city's catch basins, nor in the city roadways. The Contractor shall conduct a pre-mowing site walk through to remove all debris that will interfere with the mowing operations such as trash, limbs, or other items in the turf areas.

**B.1.1.3.2** The Contractor shall remove trash, debris, and all other materials in a legal and environmentally responsible manner. The Contractor shall not use trash receptacles and dumpsters located on-site for the disposition of trash organic matter and debris. The Contractor shall dispose of all debris at an off-site location in accordance with existing local, state and federal regulations. The District may direct the Contractor to dump the grass clippings at a site for composting at anytime during the term of this contract.

**B.1.1.3.3** The Contractor is not responsible for emptying District trash receptacles and dumpsters.

**B.1.1.3.4 Removal of Leaves.** The Contractor shall bag and remove leaves from grounds, as needed, normally during the months of September through November. However, the typical months for leaf removal may vary. The Contractor shall submit to the Department a schedule to provide leaf removal service that will ensure that service is routinely provided until all leaves have fallen from trees surrounding each location being serviced. The District may direct the Contractor to dump the leaves at a site for composting at anytime during the term of this contract.

**B.1.1.4 Pruning (Shrubs/Other Plants).** The Contractor will execute the pruning service twice a year, in the first week of the growing season and in the first week of August. The Contractor shall prune shrubs and other plants (but not trees) on grounds to maintain their natural growth characteristics and health to maintain a minimum clearance of three (3) inches from buildings, sidewalks and other obstructions.

**B.1.2 Additional Landscaping Services.** In addition, the selected Contractor(s) may be asked, from time to time, to provide additional services that may include fertilization; pruning (trees); weed control; and flower bed planting and maintenance (including watering).

**B.1.2.1 Mulching.** The District may order mulching service on an as needed basis. When ordered, the Contractor shall provide and apply commercial grade mulch to areas designated by the Department. The Department will notify the Contractor of the type of mulch to be used, i.e. shredded hardwood bark or equivalent. All areas to be mulched shall be raked, debris removed, edge re-established, and any excessive mulch/soil build-up removed prior to mulch application. All ornamentals, including borders and opening with round cover beds shall be mulched, but only after fertilizer has been applied. Mulching application shall be done from fall to spring when the leaves are no longer on most plant materials. The District may substitute mulch with chips from the tree operations.

#### **B.1.2.2 Weed Control**

**B.1.2.2.1** The District may order weed control service on an as needed basis. The Contractor shall control weeds in grounds through implementation of a weed control program appropriate for the area being serviced. The program may include the use of controlled watering and tilling,

foam and dry/wet steam, hand weeding, timed mowing and low toxicity chemicals. The Contractor shall use an identifying washable dye to indicate that chemicals were used.

**B.1.2.2.2** The Contractor shall maintain parking lots by keeping down plant and grass growth with weed killers.

**B.1.2.2.3** The Contractor shall keep walls, patios, and fences clean of over growth of ivy and other plants and weeds.

**B.1.2.2.4** If chemicals are used, the Contractor shall apply them strictly according to manufacturer's recommendations and in accordance with District of Columbia Law. Prior to the use of any chemicals, the Contractor shall submit Material Safety Data Sheets to the Department for approval. The Contractor's staff who applies the chemical must be a certified pesticide applicator. The Contractor is responsible for the storage and handling of all pesticides related to this contract.

**B.1.2.2.5** In the event of wind, spraying of liquid herbicides should be either rescheduled or undertaken with extreme caution to avoid wind drift which may endanger nearby plants and/or people and animals. For maximum effectiveness and minimum interference with other activities in the area, all spraying shall be done in early morning or late afternoon and modified according to predicted weather conditions.

**B.1.2.2.6** The Contractor shall reapply the chemicals at the Contractor's expense in areas when rainfall occurs within 6 hours of application thereby reducing the effectiveness of the herbicide.

**B.1.2.2.7** The Contractor can combine herbicide treatments with fertilizer applications. A pre-emergent herbicide shall be applied to all turf areas for the control of grassy annuals such as crab grass, barnyard grass or other undesirable species. Areas that are deemed environmentally sensitive or "low mow" or wildlife habitat shall not require pesticide applications and will be identified by Department.

**B.1.2.2.8** In areas where weed treatment, applied correctly, has resulted in damaged turf, the Contractor shall restore the grounds to a healthy condition, i.e. weed free, upon request by the Department.

**B.1.2.3 Fertilizing.** The Department may order fertilization on an as needed basis. If requested, the Contractor shall perform fertilizing as described below:

**B.1.2.3.1** The Contractor shall apply the approved turf fertilizer based on the manufacturer's instructions on the label and the Chesapeake Bay Recommendations. All fertilizer shall contain  $\geq$  50% water soluble nitrogen (WSN) per application. In general the application times, if requested by the Department, are listed below, however, application times can change based on the weather or the Department's direction.



- a. 1<sup>st</sup> Application: Late March – Early April apply to ensure early spring green-up.
- b. 2<sup>nd</sup> Application: Late September – Early October apply as fall feeding.
- c. 3<sup>rd</sup> Application: Late October – Early November apply to ensure winter root production.

**B.1.2.3.2** Fertilization of plant, trees and shrubs, if requested, shall be completed prior to any mulching.

#### **B.1.2.4 Core Aeration**

**B.1.2.4.1** The District may order core aeration service on an as needed basis. When ordered, the Contractor shall perform core aeration as specified below:

- a. All lawn turf shall be aerated two (2) times per season with an approved mechanical aerator to relieve compaction, permit penetration of moisture and nutrients, and to provide a proper oxygen-soil relationship.
- b. Aeration shall be performed during the growing period of spring (March – May) and fall (September or early October).
- c. Core aerate by using an open tine aerator to a minimum depth of 3". Aeration shall produce holes 2 to 3" apart, or a minimum of 10 to 20 holes per square foot.

**B.1.2.4.2** The Contractor shall perform core aeration as to not damage underground sprinkler systems (including heads). If the Contractor damages the sprinkler system, all replacement costs due to damage shall be borne by the Contractor.

#### **B.1.2.5 Seeding**

**B.1.2.5.1** The District may order seeding service on an as needed basis. When ordered, the Contractor shall perform seeding as specified below.

- a. Over-seed all turf areas using an 80% Tall Fescue and 20% Kentucky Bluegrass mix specified rate 4lbs/1000 sq ft. The Contractor shall follow the label instructions on the seed bag for installation rates.
- b. Seed shall be a blue tag certified seed mixture which is compatible with existing grass and suitable to environmental conditions of the Transitional Zone.

#### **B.1.2.6 Maintenance of Flower and Rock Beds and Related Areas**

**B.1.2.6.1** The District may order flower and rock bed maintenance service on an as needed basis. When ordered, the Contractor shall maintain flower beds and rock beds and related areas

to present a neat and professional appearance. Maintenance shall include but is not limited to fertilizing, watering, cultivating, weeding, mulching and repairing or replacing damaged plants and shrubs. The District will reimburse the Contractor for the actual cost of any plants or shrubs replaced. The Contractor shall obtain approval from the Department for all plant materials for species, price, and size prior to purchase and installation. The Contractor shall use plants and shrubs that are native to the area and require little maintenance.

**B.1.2.6.2** The Contractor shall install flowers into flower beds at locations identified by the Department seasonally (at least 3 times per year) and replenish as needed. The timing of flower installation may change from year to year. The Contractor shall confirm the exact date for installation or replenishment with the Department prior to installation or replenishment. The Contractor shall ensure that the exterior walls of planters are free of all plant growth from inside the planter to maintain a clean outer rim of the planter. The Contractor shall install or replenish flowers at new locations as directed by the Department.

**B.1.2.7 Sod Repair.** The District may order sod repair service on an as needed basis. When ordered, the Contractor shall repair or replace damaged or dead sod. The District will reimburse the Contractor for the actual cost of sod.

**B.1.2.8 Pruning (Trees).** The District will order pruning service on an as needed basis. When ordered, the Contractor shall prune ornamental trees located in the landscaped areas of the property, according to the International Society of Arborists Best Management Practices for Pruning, to remove dead, dying or diseased trees or broken or weakened branches to lessen wind resistance. The Contractor shall perform other pruning only for hazard elimination to remove storm damage or to correct prior improper pruning. A safety clearance of 15 feet shall be maintained over streets, driveways, and walk areas, and 15 feet from buildings. "Topping" or "lion tailing" are not permitted.

### **B.1.3 General Requirements.**

**B.1.3.1** The Contractor shall provide all services in accordance with quality standards of the grounds maintenance industry.

**B.1.3.2** The Contractor shall confine to the greatest possible extent, all operations, equipment, apparatus and placement of materials to the immediate area of work. The Contractor shall comply with all District of Columbia rules and regulations in effect at the work site, including, but not limited to parking, traffic control plans and OSHA standards for landscape and horticultural services, use of walks, security restrictions, hours of allowable entrance and departure.

**B.1.3.3** The Contractor shall store its equipment off-site, not on District property.

**B.1.3.4** When observed or encountered, the Contractor shall notify DGS verbally or in writing of any defects noted in surfaces that are to receive service or any obstacles, if such defects or

obstacles may affect lawn care operations or present a safety concern. Defects may include anything that impedes the Contractor's ability to mow the turf or provide other grounds keeping or landscaping services, including but not limited to, water build up, building materials, dumpsters or trash receptacles, vehicles, temporary structures or debris that is not considered litter (litter is defined as bottles, cans, paper, tires, glass, clothes, tree limbs under 4" in diameter or other materials that could be removed by the crews without the use of equipment). Depending on the nature of the defect or obstacles, the Department, once notified, will determine if and how the Contractor should proceed with lawn care operations. The Contractor shall notify the designated agency point of contact of any items that need to be moved in order for contract work to be completed.

**B.1.3.5** At the start of the contract, the Contractor shall provide Material Safety Data Sheets (MSDS) of all products to be applied. If there are changes to products to be applied after the Contractor's initial submission at the beginning of the contract, the Contractor shall provide MSDS of any new chemicals to be used either at the start of each grass growing season (March); or if a change occurs during the grass growing season – three (3) days prior to the planned application if a chemical is to be applied. All chemicals being applied must meet EPA requirements and be applied in accordance with manufacturer's procedures and recommendations. The Contractor must notify the Department in advance of all chemicals to be used. The Contractor's staff who applies the chemical must be a certified pesticide applicator. The Contractor shall submit proof of such certification at the beginning of each contract year.

**B.1.3.6** The Contractor must own or lease, and maintain a sufficient amount of equipment that is operable and employ enough staff to operate the equipment in order to perform services required under this contract. The Contractor shall provide to the Department with its proposal a current list of equipment, including, but not limited to, vehicles, tractors, mowers, trimmers, blowers, and rakes. The Department expects that the Contractor shall be able to demonstrate in its proposal that the equipment to be provided is sufficient for the number of groups the Offeror intends to bid. The list shall include the number, brand, model, size and year (if applicable) of the Contractor's equipment. Some of the required equipment may include:

- a. 40 H.P. tractor with five (5) foot rotary mower, or two 72" rotary style mowers,
- b. 36" cut riding rotary mowers,
- c. 36" cut walk behind rotary mowers,
- d. rotary mowers for trimming,
- e. string trimmers for trimming,
- f. backpack blowers, and
- g. Large tracts of open turf will require the use of gang style mowers or large "batwing style" mowers able to cut a minimum of 8 foot across in one pass.

#### **B.1.4 Service Hours and Scheduling.**

**B.1.4.1** The Contractor shall perform all grounds maintenance/landscaping services during the hours of 7:00 am - 7:00 pm local time, Monday through Friday, excluding District holidays, unless otherwise approved by the Department. For example, if the Contractor needs to work on a weekend or District holiday in order to maintain the required grass height, the Contractor shall obtain the Department's approval. There may be situations that require the Contractor to work other than the hours specific herein. In those cases, the Contractor shall advise the Department to reschedule the work to minimize disruption.

#### **B.1.4.2 Scheduling**

**B.1.4.2.1** The Contractor shall submit updates to the routine grounds maintenance schedule, at least by the 1<sup>st</sup> day of each month and as necessary if changes occur or as necessary to maintain the required grass height. The Department will approve the revised schedule prior to commencement of work. The schedule and number of mowings required per location, per month may change depending on funding availability, weather, and need. If after the Contractor's schedule is approved, the District requires a change in the mowing frequency at any of the locations, the Department will inform the Contractor and request, from the Contractor, a revised Mowing Schedule. Tentative monthly mowing frequencies, are:

March	3 routine grounds maintenance visits
April	4 routine grounds maintenance visits
May	4 routine grounds maintenance visits
June	4 routine grounds maintenance visits
July	3 routine grounds maintenance visits
August	2 routine grounds maintenance visits
September	3 routine grounds maintenance visits
October	2 routine grounds maintenance visits
November	2 routine grounds maintenance visits

*Please note that for the base year contract, all routine grounds maintenance services shall begin upon the Department's issuance of a Notice to Proceed, on or around April 2, 2012.*

*Contractor's lump sum pricing submitted on **Attachment B** for the base year shall be based on 24 routine grounds maintenance visits; each option year shall be based on 27 routine grounds maintenance visits as described above.*

**B.1.4.2.2** The Contractor may cancel all or part of a schedule mowing due to inclement weather. The Contractor shall notify the Department, preferably, on or before 8:00 am of the day to be canceled, when such cancellation is desired, or as soon as inclement weather is known, and the Contractor shall also notify the Department of the date for which service is rescheduled.

**B.1.4.2.3** Inclement weather shall be defined as weather that both the Contractor and the Department agree makes the accomplishment of quality work unfeasible, unusually time-consuming, or potentially dangerous, or harmful. In the event mutual agreement cannot be

reached for a particular mowing, the inclement weather determination shall be made by the Contractor.

**B.1.4.2.4** Any part of a scheduled mowing that is canceled due to inclement weather shall be rescheduled by the Contractor to a date within three calendar days (excluding weekends and District holidays) of the cancellation. The District, at its option, may elect not to reschedule any part of a mowing. If the District elects not to reschedule, the District will not be obligated to pay the Contractor for that portion of the cut that did not take place.

**B.1.4.2.5** The District may require unscheduled/emergency service. When required, the Department will notify the Contractor as far in advance as possible. The Contractor shall be prepared to respond to requests for unscheduled/emergency service within as little as two hours. The Contractor shall designate a point of contact on its staff, to receive such notification, who can readily respond. The District may change locations or schedules of cuts, if needed, without any additional charge to the District.

**B.1.4.2.6** For Additional Landscaping Services (as needed), the Contractor shall provide these services within the timeframe mutually agreed to by the Contractor and the District.

## **B.2 Key Personnel**

**B.2.1** The Contractor shall indicated in its proposal a single point of contract (contract manager) who shall be responsible for any contractual issues.

**B.2.2** The Contractor shall provide one or more on-site supervisors who shall be responsible for the performance of work. The name of this person, and an alternate or alternates, who shall act for the Contractor when the on-site supervisor is absent, shall be included in the Contractor's proposal. The Contractor shall provide an emergency phone number, cell phone number or pager number that is accessible at all times.

**B.2.3** The on-site supervisor(s) or alternate(s) shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.

**B.2.4** The contract manager, on-site supervisor(s) and any alternates shall have excellent oral and written communication skills, and be able to read, write, speak and understand the English language.

**B.2.5** The Contractor shall not employ any person for work on this contract if such employee is identified to the Contractor by the Department as a potential threat to the health, safety, security, general well being or operational mission of the District agency, its employees, and visitors. Where reading, understanding, and discussing safety and environmental warnings are an integral part of a contract employee's duties, that employee shall be able to communicate effectively with the Contract supervisor(s).

**B.2.6** The Contractor's employees shall present a neat appearance and be easily recognized as the Contractor's employees. The Contractor shall provide each employee with a uniform (e.g. hat, shirt with logo, or matching tops and bottoms) as well as an identification badge that shall include the employee's name and Contractor's name. The identification badges shall be worn or attached to the outer garment at all times.

**B.2.7** The Contractor shall ensure employees have a current and valid driver's license before the employee operates a contractor-owned vehicle.

**B.2.8** The Contractor shall provide employees that are fully capable, experienced, and trained in the work they are employed to perform. The Contractor shall ensure employees are qualified to safely operate grounds maintenance equipment before assigning employees to tasks that require use of the equipment. The Contractor shall maintain records of each individual's training, including a certificate of training completion.

**B.2.9** Prior to assigning an employee to work on this contract, the Contractor shall provide, at minimum, environmental, health and safety training to the extent required by federal, state and local laws and instructions related to the provision of grounds keeping and landscaping services. The Contractor shall initiate, maintain, and supervise all safety precautions and programs in connection with the work. The Contractor shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury, or loss to all employees or other persons affected and all job related materials and equipment.

**B.2.10** In performance of the contract, it shall be the responsibility of the Contractor to assure the availability of employees at all times to complete work under the contract.

**B.2.11** Services are performed at a location where children may be present and may come in direct contact with the Contractor's employees; the District may require the Contractor to conduct background checks of its employees who will be assigned to work at such locations.

### **B.3 Equipment**

**B.3.1** The Contractor shall provide and maintain contractor-owned or leased vehicles to meet the requirements of this contract. Any Contractor vehicles used in the performance of this contract shall have the company name prominently displayed on both sides of the vehicle.

**B.3.2** All vehicles used in the performance of this contract shall be in operable condition and meet the local, state and federal safety requirements. The Department may inspect the Contractor's vehicles at any time and direct the removal of any unsafe or non-functional vehicles. All vehicles shall be registered, licensed, insured, and operated by a licensed driver. All vehicles shall be registered; have Department of Transportation (DOT) numbers visible as required by law; and follow all District regulations related to parking, driving, and licensing.

**B.3.3** The Contractor's equipment, including but not limited to mowers (push, riding and tractor), and trimmer shall be of a quality, size and type suitable for accomplishing the required work. The Contractor's equipment shall be in good repair and able to operate efficiently and safely. Mower blades shall be sharp, to prevent the tearing of the grass blades.

**B.3.4** The Contractor's equipment shall have the proper safety devices maintained at all times while in use. If equipment does not contain proper safety devices and/or is being operated in an unsafe manner, the Department shall direct the Contractor to remove such equipment and/or operator until the deficiency is corrected to the satisfaction of the District.

**B.3.5** The Department may inspect the Contractor's equipment and tools at any time.

**B.4 Public Safety.** The Contractor shall erect, at the Contractor's expense, proper barricades, signs and warning devices as required for pedestrian and traffic safety when necessary. The Contractor shall employ traffic control procedures, and shall comply with all applicable District Department of Transportation regulations and District Department of Public Works parking regulations while on any site or occupying public space. Erection of barricades that restrict or redirect pedestrian traffic shall be coordinated in advance with the Department or the District's building manager(s) for the location.

**B.5 Work Plan and Quality Assurance.** The Contractor shall establish, develop, maintain, and implement a Work Plan, including a complete Quality Control Plan (QCP) delineating the Contractor's Quality Control Program and Inspection System to monitor and control its performance of services to ensure compliance to the contract requirements. The Contractor shall submit the Work Plan with its proposal. The QCP shall include timely and effective corrective action for all deficiencies identified by the Contractor or the Department; shall implement procedures to identify, prevent, and ensure non-recurrence of defective services; shall address inspection procedures; shall provide an action plan for correction of discrepancies; shall provide a strategy for retaining qualified personnel; and shall explain management's role in its commitment to quality performance. After initial approval, if the plan is updated or changed, the Contractor shall re-submit the QCP to the Department for approval.

## **B.6 Reporting**

**B.6.1** The Contractor shall submit daily, weekly and monthly Work Completion Reports to the Department, on a mutually agreed upon schedule. All reports are required to be submitted via email, in PDF format.

**B.6.2** The Contractor shall immediately notify the Department, in writing, of any accidents on the job site arising from the performance of this contract that involve bodily injury to Contractor's employees or District workers or both, building occupants, visitors, or other persons.

## **B.7 Licensing, Accreditation and Registration**

The Contractor and all of its subcontractors and subconsultants (regardless of tier) shall comply with all applicable District of Columbia, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of the contract.

## **B.8 Conformance with Laws**

It shall be the responsibility of the Contractor to perform under the contract in conformance with the Department's Procurement Regulations and all applicable statutes, laws, codes, ordinances, regulations, rules, requirements, orders, and policies of governmental bodies.

## **B.9 Service Contract Act and Living Wage Act**

The Service Contract Act and the Living Wage Act are applicable to this Project. As such, the Contractor and its trade subcontractors shall comply with the wage and reporting requirements imposed by these Acts. Applicable wage determinations are attached hereto as **Attachment E**.

## **B.10 Time is of the Essence**

Time is of the essence with respect to the contract. The Contractor must dedicate such personnel and other resources as are necessary to ensure that the required Project services are completed on-time and in a diligent, skilled, and professional manner.



## **SECTION C                      ECONOMIC INCLUSION**

### **C.1      Preference for Small, Local, and Disadvantaged Business Enterprises**

**General:** Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Offerors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Offeror's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating an Offeror's proposal:

- Three (3) preference points shall be awarded if the Offeror is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Offeror is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Offeror is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Offeror is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Offeror is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Offeror is certified as a local manufacturing business enterprise.

Offerors may qualify for more than one of these categories, however the maximum number of points available under this section is 12 points.

**Information:** For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development  
One Judiciary Square Building  
441 4th Street, NW, 9th Floor  
Washington, DC 20001  
(202) 727-3900 (Telephone Number)  
(202) 724-3786 (Facsimile Number)

## **C.2 SLDBE Participation**

The Department requires that significant participation by business enterprises certified by the Department of Small and Local Business Development as: (i) a local business enterprise; (ii) a small business enterprise; (iii) a disadvantaged business enterprise; (iv) having a owned resident business; (v) being a longtime business resident; or (vi) having a local business enterprise with its principal office located in an enterprise zone. Accordingly, and in addition to the preference points conferred by **Section C.1**, the Department requires that business enterprises so certified must participate in at least 50% of the development. Of this amount, 35% must be awarded to entities that are certified as either Small or Disadvantaged Business Enterprises by the District of Columbia Local Business Opportunity Commission and 20% to entities that are certified as Disadvantaged Business Enterprises. Offerors will be required to submit a Local Business Enterprise Utilization Plan with their proposals. The Utilization Plan must demonstrate how this requirement will be met and, to the extent possible at this stage in the project, should identify the specific firms that will be used and their respective roles.

## **C.3 Residency Hiring Requirements for Contractors and Subcontractors**

At least fifty-one percent (51%) of the Offeror's Team and every subconsultant's employees hired after the Offeror enters into a contract with the Department, or after such subconsultant enters into a contract with the Offeror, to work on this project, shall be residents of the District of Columbia.

Upon execution of the contract, the Offeror and all of its member firms, if any, and each of its subcontractors and subconsultants shall submit to the Department a list of current employees that will be assigned to the project, the date that they were hired and whether or not they live in the District of Columbia.

The Offeror shall comply with subchapter III of Chapter II of Title 1, and subchapter II of Chapter II of Title 1 of the D.C. Code, as amended, and all successor acts thereto and the rules and regulations promulgated thereunder. The Offeror and all member firms, subcontractors, tier subcontractors, subconsultants, and suppliers with contracts in the amount of \$300,000 or more shall be required to comply with the above-referenced D.C. Code provisions, and such compliance may require the Contractor to: (i) enter into a First Source Employment Agreement with the D.C. Department of Employment Services ("DOES") upon execution of the contract; (ii) submit an executed First Source Agreement to DOES prior to beginning work on the project; (iii) make best efforts to hire at least 51% District residents for all new jobs created by the project; (iv) list all employment vacancies with DOES; and (v) submit monthly compliance reports to DOES by the 10<sup>th</sup> of each month, or as required by the D.C. Code.

#### **C.4 District Resident Hours**

The Department wishes to maximize the number of District residents working on this Contract. To that end, the Department will require that at least 51% of the hours worked on this Contract must be worked by District residents. Contractor should review the Form of Contract for further information.

## **SECTION D                      EVALUATION AND AWARD CRITERIA**

### **D.1      Evaluation Process**

The Department shall evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

### **D.2      Evaluation Committee**

Each submission shall be evaluated in accordance with this **Section D** by an Evaluation Committee. The Evaluation Committee shall prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Offerors in response to this RFP and the report prepared by the Evaluation Committee, the source selection official shall select the Offeror(s) whose submissions are determined by the source selection official to be the most advantageous to the Department.

### **D.3      Oral Presentation**

The Department currently does not intend to interview Offerors; however, the Department reserves the right to interview Offerors in the competitive range if necessary. If the Department conducts such interviews, each Offeror within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Offeror and the Offeror's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

#### **D.3.1    Length of Oral Presentation**

If interviews are conducted, each Offeror will be given up to 30 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 15 minutes for the Evaluation Committee to assess the presentation and prepare questions. The Offeror will then respond to questions from the Department's Evaluation Committee for no more than 30 minutes.

#### **D.3.2    Schedule**

If interviews are conducted, the order of presentation will be selected randomly and the Offerors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Offeror's presentation at the discretion of the contracting officer.

#### **D.3.3    Offeror Attendees**

If interviews are conducted, the oral presentation will be made by the Offeror's personnel who will be assigned the key jobs for this project. Each Offeror will be limited to 3 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Offeror's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

#### **D.3.4 Topics**

The Offeror may present information about its capabilities and special qualifications to serve as a Contractor for this Project, including the qualifications of key personnel.

#### **D.4 Proposal Evaluation**

Each proposal will be scored on a scale of 1 to 100 points. In addition, Offerors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFP for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the Construction Team with the highest evaluated score.

##### **D.4.1 Experience & References (25 points)**

The Department desires to engage a Contractor with the experience necessary to realize the objectives set forth in **Section A** of this RFP. Offerors will be evaluated based on their demonstrated experience with: (i) managing grounds maintenance and landscaping services for multi-asset property portfolios; (ii) supervising multiple work crews; (iii) experience with and knowledge of grounds maintenance and landscaping operations and equipment; (iv) access to the necessary equipment and labor to implement perform the necessary services; and (v) experience in performing similar services for municipal agencies. This element of the evaluation will be worth up to twenty five (25) points.

##### **D.4.2 Key Personnel (10 points)**

The Department desires that senior personnel be assigned to this project who have experience in completing similar projects. The availability and experience of the key individuals assigned to this project will be evaluated as part of this element. Proposals should identify, at a minimum: (i) the contract manager for this contract; (ii) the individual who will be responsible for dispatching crews and equipment (if separate from the contract manager); and (iii) the key supervisors who will oversee and supervise the work in the field. This element of the evaluation will be worth up to ten (10) points.

##### **D.4.3 Cost (40 points)**

Offerors will be required to bid a lump sum price for the routine grounds maintenance services and an add/deduct price for a single routine grounds maintenance visit. In addition, the Offeror

shall bid hourly rates for the performance of additional landscaping services and a percentage mark-up for materials utilized in such services. The Offeror shall provide such pricing information for the base year as well as the two (2) option years. This element of the evaluation is worth up to forty (40) points.

#### **D.4.4 LSDBE Compliance/Utilization (10 points)**

The Department desires the selected Contractor to provide the maximum level of participation for Local, Small and Disadvantaged Business Enterprises as well as employment opportunities for District of Columbia residents. Offerors will be evaluated in light of their demonstrated experience in meeting such goals and their proposed LSDBE Utilization Plan. This factor of the evaluation will be worth up to ten (10) points.

#### **D.4.5 Work Plan and Schedule (15 Points)**

Offerors are required to submit a Work Plan and Schedule. The Work Plan should clearly explain how the Contractor will manage the work required under the contract. It should demonstrate a knowledge of the process and impediments that must be overcome and ensure that sufficient staffing will be provided. At a minimum, the plan should: (i) identify the key personnel and their specific roles in managing the Project; (ii) provide a description of the equipment that is available to the Offeror and a description of where such equipment is stored; (iii) a description of the Offeror's workforce (i.e. a staffing plan) and how its crews will be mobilized so as to ensure that sufficient workers will be available; (iv) a Quality Control Plan (QCP) delineating the contractor's Quality Control Program and Inspection System to monitor and control its performance of services to ensure compliance to the contract requirements; and (v) a proposed schedule for completing the routine, scheduled grounds maintenance in accordance with the requirements set forth by the Department. The Department will also consider the experience of the Contractor and its team members have working together on similar projects. This element of the evaluation is worth up to fifteen (15) points.

## **SECTION E            PROPOSAL ORGANIZATION AND SUBMISSION**

This section outlines specific information necessary for the proper organization and manner in which Offerors' Proposals should be proffered. References are made to other sections in this RFP for further explanation.

### **E.1      Submission Identification**

Submissions shall be proffered in an original and six (6) copies. The Offeror's submission shall be placed in a sealed envelope conspicuously marked: "Proposal for Landscaping Services."

### **E.2      Delivery or Mailing of Submissions**

Submissions should be delivered or mailed to:

**Department of General Services  
Att'n: JW Lanum  
Frank D. Reeves Center  
2000 14<sup>th</sup> Street, NW  
Contracts & Procurement Division, 5<sup>th</sup> Floor  
Washington, DC 20009**

### **E.3      Date and Time for Receiving Submissions**

Submissions shall be received no later than 2:00 pm EST, on March 20, 2012. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

### **E.4      Submission Size, Organization and Offeror Qualifications**

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized as follows:

#### **E.4.1   Bid Form**

Each Offeror shall submit a bid form substantially in the form of **Attachment B**. Material deviations, in the opinion of the Department, from the bid form shall be sufficient to render the proposal non-responsive.

#### **E.4.2   Disclosure Form**

Each Offeror shall submit a Disclosure Statement substantially in the form of **Attachment C**.

### **E.4.3 Executive Summary**

Each Offer should provide a summary of no more than three pages of the information contained in the following sections.

### **E.4.4 General Team Information and Firm(s) Data**

Each Offeror should provide the following information for the principal snow removal firm and its subcontractors, if any.

- A. Name(s), address(es), and role(s) of each firm (including all sub-contractors)
- B. Firm profile(s), including:
  - i. Age
  - ii. Firm history(ies)
  - iii. Firm size(s)
  - iv. Areas of specialty/concentration
  - v. Current firm workload(s) related to landscaping services for the next eight months. This should include a listing of all contracts/obligations that the Offeror has with respect to landscaping for the 2012 growing season.
  - vi. Provide a list of any contracts held by the Offeror where the contract was terminated (either for default or convenience). This list should also identify any contracts that resulted in litigation or arbitration between the Owner and the Offeror. If the Offeror has multiple offices, only contracts held by the office submitting this proposal need be listed.
- C. Description of the team organization and personal qualifications of key staff, including:
  - i. Identification of the single point of contact for the Contractor.
  - ii. Resumes for each key participant on the team, including definition of that person's role, relevant experience, and anticipated workload during the performance of the Contract term.



#### **E.4.5 Relevant Experience and Capabilities**

- A. List all projects that the Offeror has worked on in the last 5 years that are similar to this project. For purposes of this paragraph, similar shall mean grounds maintenance or landscaping services for multi-asset real portfolios. Include any contract where the Offeror was responsible for managing such services for a single client operating more than 10 facilities. This information may be provided in a table format; however, it should include the name of the owner, the number of assets included in the portfolio, a general description of the type of assets (i.e. retail, housing, etc.), and a reference or contact person for each such owner.
- B. Detailed descriptions of no more than eight (8) projects that best illustrate the team's experience and capabilities relevant to this project. On each project description, please provide all of the following information in consistent order:
  - i. A description of assets for which the Offeror was required to provide grounds maintenance or landscaping services
  - ii. Name, address, contact person and telephone number for owner reference
  - iii. Brief project description of the services provided
  - iv. Identification of personnel involved in the selected project who are proposed to work on this project

#### **E.4.6 Work Plan and Schedule**

Each Offeror should submit a Work Plan and Schedule that addresses the issues set forth in Section D.4.5 of this RFP.

#### **E.4.7 [Intentionally Omitted]**

#### **E.4.8 Cost Information**

The Offeror should submit the Bid Form in substantially the form of **Attachment B**.

#### **E.4.9 Local Business Utilization Plan**

Each Offeror must submit a proposed Local Business Utilization Plan that identifies the specific certified business enterprises that will participate in the contract and their anticipated roles. In addition, each Offeror should provide: (i) a narrative description of similar projects and the Offeror's success in meeting such goals; and (ii) a chart, in summary form, that identifies the Offeror's major public projects over the last five years and its success in achieving such goals (creativity should be displayed regarding joint-venture and subcontractor agreements).

#### **E.4.10 Tax Affidavit**

Each Offeror must submit a tax affidavit substantially in the form of **Attachment D**. In order to be eligible for this procurement, Offerors must be in full compliance with their tax obligations to the District of Columbia government.

## **SECTION F                      BIDDING PROCEDURES & PROTESTS**

### **F.1      Contact Person**

For information regarding this RFP please contact:

Kristen P. Walp  
Leftwich & Ludaway, LLC  
1400 K Street, NW  
Suite 1000  
Washington, D.C. 20005  
[kwalp@leftwichlaw.com](mailto:kwalp@leftwichlaw.com)  
Phone: (202) 434-9100  
Facsimile: (202) 783-3420

Any written questions or inquiries should be sent to Kristen Walp at the email, fax, or address above.

### **F.2      Preproposal Conference**

A preproposal conference will be held on March 7, 2012 at 10:30 am EST. The conference will be held at RFK Stadium – Lot 4, Gate F entrance. Interested Offerors are encouraged to attend.

### **F.3      Explanations to Prospective Offerors**

Each Offeror should carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Offeror find discrepancies or ambiguities in, or omissions from, the RFP and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFP, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Offeror concerning the solicitation shall be furnished promptly to all other Offerors as an amendment or addendum to this RFP if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the contract shall not be binding.

Requests should be directed to Thomas Bridenbaugh at the address listed in Section F.1 no later than the close of business on March 13, 2012. The person making the request shall be responsible for prompt delivery.

### **F.4      Protests**

Protests shall be governed by Section 4734 of the Department's Procurement Regulations (27 DCMR § 4734). Protests alleging defects in this solicitation must be filed prior to the time set for

receipt of submissions. If an alleged defect does not exist in this initial RFP, but was incorporated into the RFP by an amendment or addendum, a protest based on that defect must be filed before the next closing time established for proffering submissions. In all other cases, a protester shall file the protest within ten (10) days after the protester knows or should have known, whichever is earlier, of the facts and circumstances upon which the protest is based. All protests must be made in writing to the Department's Chief Contracting Officer ("CCO") and must be filed in duplicate. Protests shall be served on the Department by obtaining written and dated acknowledgment of receipt from the Department's CCO. Protests received by the Department after the indicated period shall not be considered. To expedite handling of protests, the envelope shall be labeled "Protest".

This section is intended to summarize the bid protest procedures and is for the convenience of the Offerors only. To the extent any provision of this section is inconsistent with the Procurement Regulations, the more stringent provisions shall prevail.

## **F.5 Contract Award**

This procurement is being conducted in accordance with the provisions of Section 4712 of the Department's Procurement Regulations (27 DCMR § 4716).

## **F.6 Retention of Submissions**

All submissions shall be retained by the Department and therefore shall not be returned to the Offerors. With the exception of proprietary financial information, the submissions shall become the property of the Department and the Department shall have the right to distribute or use such information as it determines.

## **F.7 Examination of Submissions**

Offerors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFP. Failure to do so shall be at the sole risk of the Offeror and may result in disqualification.

## **F.8 Late Submissions: Modifications**

- A. Any submission or best and final offer received at the office designated in this RFP after the exact time specified for receipt shall not be considered.
- B. Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.

- C. The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.
- D. Notwithstanding any other provisions of this Request for Proposals to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.
- E. Submissions shall be irrevocable and remain in full force and effect for a period not less than 120 days after receipt of submissions.

#### **F.9 No Compensation for Preparation of Submissions**

The Department shall not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFP, or prepared in connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

#### **F.10 Rejection of Submissions**

The Department reserves the right, in its sole discretion:

- A. To cancel this solicitation or reject all submissions.
- B. To reject submissions that fail to prove the Offeror's responsibility.
- C. To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.
- D. To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Offeror.
- E. To take any other action within the applicable Procurement Regulations or law.
- F. To reject the submission of any Offeror that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

**F.11 Limitation of Authority**

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFP is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

**F.12 Non-Responsive Pricing**

In general, the Department will consider a proposal non-responsive if Offeror's price is greater than 150% of the median price submitted by other Offerors. The Department reserves the right to deem a proposal non-responsive if Offeror's price is greater than 150% of the independent government estimate.

## **SECTION G            INSURANCE REQUIREMENTS**

### **G.1     Required Insurance**

The Contractor will be required to maintain the following types of insurance throughout the life of the contract.

**G.1.1** Commercial general public liability insurance (“Liability Insurance”) against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than Two Million Dollars (\$2,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and Two Million Dollars (\$2,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage and must be maintained for a period of at least three (3) years after the contract term.

**G.1.2** Workers’ compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Contractor, or its contractors and subcontractors at or in connection with the Work.

**G.1.3** Automobile Liability, including Hired and Non-Owned Auto Liability in the amount of at least One Million Dollars (\$1,000,000) for each occurrence for bodily injury and property damage.

### **G.2     Additional Insureds**

Each insurance policy, with the exception of the Workers’ compensation policy, shall be issued in the name of the Contractor and shall name as additional insured parties the Department and the District of Columbia, and shall not be cancelable or reduced without thirty (30) days prior written notice to the Department.

### **G.3     Waiver of Subrogation**

All such insurance shall contain a waiver of subrogation against the Department and the District of Columbia, and their respective agents.

### **G.4     Strength of Insurer**

All insurance shall be placed with insurers with an A.M. Best’s rating of not less than A- (Excellent) and a surplus size of not less than XV. All such insurers shall be licensed/approved to do business in the District of Columbia.

**Attachment A**

*List of Facilities*

**PLEASE NOTE THAT THE SIZES OF THE FACILITIES LISTED ON THIS ATTACHMENT HAVE NOT BEEN VERIFIED. THE INFORMATION IS PROVIDED FOR GUIDANCE ONLY. OFFEROR SHOULD VERIFY IN THE FIELD, AS THEY DEEM NECESSARY. IF THE DEPARTMENT IS ABLE TO ISSUE A REVISED LIST WITH ADDITIONAL INFORMATION, IT WILL DO SO BY ADDENDUM.**



RFP for Landscaping Services  
Group 1

PROPERTY	ADDRESS/LOCATION	WARD	SIZE
Parkview	3560 Warder St, NW	1	1.50
Garnett-Patterson	2001 10th St, NW	1	0.50
Cleveland	1825 8th St, NW	1	0.50
HD Cooke	2525 17th Street NW And	1	
K.C. Lewis/Cooke	300 Bryant St, NW	1	2.00
Bell	2674 Hiatt Pl, NW	1	1.50
Adams	2020 19th Ave & California St, NW	1	1.00
Tubman	3101 13th & Kenyon St, NW	1	1.50
Bancroft	1755 Newton & 18th St NW	1	1.50
Cardozo	1300 Clifton St, NW	1	6.00
Marie Reed Learning Center	220 Champlain St, NW	1	1.50
Fillmore Arts Center	1819 35th Street NW	1	
Banneker	800 Euclid St, NW	1	1.00
Anna J. Cooper Circle	T And 3rd St. NW, Washington, District Of Columbia	1	0.18
Banneker	2600 Georgia Ave NW, Washington, District Of Columbia	1	7.80
Loughran Rec Center	2500 14th St NW, Washington, District Of Columbia	1	0.23
Columbia Heights	1480 Girard Street, NW, Washington, District Of Columbia	1	1.38
DPR Headquarters	3149 16th St. NW, Washington, District Of Columbia 20010	1	2.06
Harrison	1330 V Street NW, Washington, District Of Columbia	1	0.88
Hobart Twins Park	Hobart Pl & Harvard St NW, Washington, District Of Columbia	1	0.13
Justice Park	14th And Euclid NW, Washington, District Of Columbia	1	0.29
K.C. Lewis	2nd And W St NW, Washington, District Of Columbia	1	2.12
Kalorama Park	1875 Columbia Road NW, Washington, District Of Columbia	1	3.11
Marie Reed	2200 Champlain St. NW, Washington, District Of Columbia	1	1.50
Park	11th And Monroe, Washington, District Of Columbia	1	0.30
Park	14th And Girard NW, Washington, District Of Columbia	1	0.27
Park	18th Street And Harvard Street, NW, Washington, District Of Columbia	1	0.09
Park	Perry & Spring Place, NW, Washington, District Of Columbia	1	0.05
Park	Warder Street And Columbia Road, NW, Washington, District Of Columbia	1	0.01
Kalorama Triangle Park	19th Street And Kalorama Road, NW , Washington, District Of Columbia	1	0.15
Park	19th Street And Wyoming Ave, NW , Washington, District Of Columbia	1	0.08
Park	5th Street And Hobart Place, NW, Washington, District Of Columbia	1	0.10
Park	Biltmore And 20th Streets, NW , Washington, District Of Columbia	1	0.05
Park	Lamont And 17th Streets, NW, Washington, District Of Columbia	1	0.33
Park	Lamont St & 19th St., Washington, District Of Columbia	1	0.21
Park	Mt. Pleasant Street And Park Road, NW , Washington, District Of Columbia	1	0.18
Park	Oak And Ogden St. NW, Washington, District Of Columbia	1	0.13
Park	Park Rd. And 19th St. NW, Washington, District Of Columbia	1	0.13

RFP for Landscaping Services  
Group 1

Park	Sherman Ave And Park Place, NW, Washington, District Of Columbia	1	0.26
Park (Cul De Sac)	2052 Park Rd. NW, Washington, District Of Columbia	1	0.04
Park (Cul De Sac)	3498 Oakwood Terrace NW, Washington, District Of Columbia	1	0.01
Park (Cul De Sac)	3942 Oak St. NW, Washington, District Of Columbia	1	0.02
Parkview	693 Otis Place NW, Washington, District Of Columbia	1	1.44
Unity Park	Euclid St. And Champlain St., Washington, District Of Columbia	1	0.11
Walter Pierce Park	Adams Mill And Ontario Rd. NW, Washington, District Of Columbia	1	2.28
Westminster Playground	907 Westminster St. NW , Washington, District Of Columbia	1	0.16
Park	Florida Avenue And V St NW, Washington, District Of Columbia	1	0.05
Bruce Monroe Park	3012 Georgia Avenue, Washington, District Of Columbia 2001	1	1.50
DC CAH	2901 14th Street, NW	1	0.16
Meyer	2501 11th Street, N.W.	1	1.43
Grimke School	1923 Vermont Avenue, NW	1	1.05
DDOT - Annex 9	350 Mcmillan Dr., NW	1	0.10
Third District Substation	750 Park Road, NW	1	0.31
DDOT - Annex 8	280 Mcmillan Dr.,NW	1	0.10
Fire & EMS PSCC	310 & 320 Mcmillan Dr. NW	1	0.85
Fire Alarm	310 Mcmillan Dr NW	1	0.39
Gage-Eckington	2025 3rd Street, N.W.	1	1.99
	1805 Connecticut Avenue NW	1	
Third District Headquarters	1624 V St NW	1	
JUSTICE PARK SWAP	1421 Euclid Street NW	1	2665.00
Lincoln Lots	1200 Block Of V St. NW	1	273.00
2619 UNIVERSITY PL NW	2619 UNIVERSITY PL NW	1	2665.00
2600 UNIVERSITY PL NW	2600 UNIVERSITY PL NW	1	2666.00
1429 Meridian Place NW	1429 MERIDIAN PLACE NW	1	2684.00
1443 - 1455 COLUMBIA CT NW	1443 -1455 COLUMBIA CT NW	1	2672.00
620 F ST NW	620 F ST NW	2	454.00
Jefferson	801 7th Street, SW	2	1.00
The Hurt Home	3050 R St. NW	2	1282.00
Stephens School	1050 21st St NW	2	73.00
Franklin School	925 13th Street NW	2	285.00
SHAW JUNIOR HIGH SCHOOL	1624 9TH ST NW (SW CORNER OF 9TH St NW & R ST NW)	2	364.00
Parcel 69	501 4TH STREET, SW	2	495.00
FRONTAGE RD SW BTW 10TH & 12TH STS SW	FRONTAGE RD SW BTW 10TH & 12TH STS SW	2	354.00
AEROSPACE CENTER	901 D ST SW	2	386.00
612 Freemans Place NW	612 Freemans Place NW	2	447.00
Ross	1730 R St, NW	2	1.50
School Without Walls	2100 G St, NW	2	1.00
Scott Montgomery	421 P St, NW	2	1.00
Amidon	401 Eye St, NW	2	1.00
Thomson	1200 L St, NW	2	0.50
Duke Ellington	1698 35th St, NW	2	1.00
Garrison	1200 S St @ 8th St, NW	2	5.00
Seaton	1503 10th St. @ R Island Ave, NW	2	2.00
Francis	2425 N St. NW	2	3.00
Terrell/ Walker Jones	100 Pierce Street NW	2	0.50

RFP for Landscaping Services  
Group 1

Hyde-Addison	3219 O Street NW	2	
Hardy	1819 35th St, NW	2	2.00
Book Hill Park	Wisconsin Ave. And R St. NW, Washington, District Of Columbia	2	0.63
Bundy Field	454 O St. NW, Washington, District Of Columbia	2	2.39
Carter G. Woodson Memorial Park	9th And Rhode Island Avenue NW, Washington, District Of Columbia	2	0.28
East Potomac Aquatic Center	972 Ohio Dr SW, Washington, District Of Columbia	2	0.78
Francis	24th & N St. NW, Washington, District Of Columbia	2	10.30
Garrison	R & 13th NW, Washington, District Of Columbia	2	0.18
Volta Park (AKA Georgetown)	1555 34th St. NW, Washington, District Of Columbia	2	1.04
Jelleff (Temp. Suspended)	3265 S Street, NW, Washington, District Of Columbia	2	0.30
Kennedy Rec Center	1401 7th St. NW, Washington, District Of Columbia	2	2.29
Mitchell Park	2194 S St. NW, Washington, District Of Columbia	2	2.26
Park	10th & French St. NW, Washington, District Of Columbia	2	0.12
Park	17th And S Streets, NW, Washington, District Of Columbia	2	0.20
Park	17th And T Streets, NW, Washington, District Of Columbia	2	0.19
Park	18th And Corcoran Streets, NW, Washington, District Of Columbia	2	0.02
Park	18th And O Streets, NW, Washington, District Of Columbia	2	0.04
Park	20th And O Streets, NW, Washington, District Of Columbia	2	0.05
Park	21st And M Streets, NW, Washington, District Of Columbia	2	0.23
Park	17th Street And New Hampshire Ave, NW, Washington, District Of Columbia	2	0.05
Park	24th And I Streets, NW, Washington, District Of Columbia	2	0.06
Park	6th And R St., NW, Washington, District Of Columbia	2	0.11
Park	7th And N St NW, Washington, District Of Columbia	2	0.64
Park	1010 26th Street NW, Washington, District Of Columbia	2	3.31
Park	New Jersey Ave And O St , Washington, District Of Columbia	2	0.99
Rose Park	26th & O St. NW, Washington, District Of Columbia	2	1.14
Shaw	Rhode Island Ave. & 11th St. NW, Washington, District Of Columbia	2	2.98
Stead	1625 P Street NW, Washington, District Of Columbia	2	1.58
10th St. Park (Combo 1117)	1117 10th Street, NW, Washington, DC 20001	2	0.03
John A. Wilson Building - EOM&Council	1350 Pennsylvania Avenue, NW	2	
DC Record Center	1300 Naylor Court, NW	2	
1st District	101 M St S.W.	2	
Traffic Safety And Special Enforcement Branch	501 New York Ave., NW	2	
Special Operations Division	2301 L Street, NW	2	
Bundy Bldg	429 O ST NW	2	1.00
	222 Mass Ave NW	2	
Hurt Homes	3050 R St Nw, Georgetown	2	
Renaissance	1816 19th Street, NW, WDC, 20009	2	0.01

## RFP for Landscaping Services

## Group 2

PROPERTY	ADDRESS/LOCATION	WARD	SIZE
Murch	4810 36th St, NW	3	4.00
Key	5001 Dana Pl, NW	3	2.00
Mann	4430 Newark St, NW	3	4.00
Woodrow Wilson	3850 Chesapeake St, NW	3	2.00
Deal	3518 Ft. Driver @ Nebraska	3	3.00
Janney	4130 Albermarle St, NW	3	2.00
Hearst	3950 37th St, NW	3	1.00
Eaton	3301 Lowell St, NW	3	1.00
Oyster	2801 Calvert Street NW	3	0.05
Stoddert School	4001 Calvert St, NW	3	3.00
Bishop Lalossu Memorial Park	36th And Garfield Streets, NW , Washington, District Of Columbia	3	0.26
Carolina Park	Macomb St And Sherrier St NW, Washington, District Of Columbia	3	1.35
Chevy Chase Community Center	5601 Connecticut Ave. NW, Washington, District Of Columbia	3	0.86
Chevy Chase Rec Center	5500 41st St. NW, Washington, District Of Columbia	3	1.42
Forest Hills	Chesapeake St NW And 32nd St NW , Washington, District Of Columbia	3	3.13
Friendship	4500 Van Ness Street NW, Washington, District Of Columbia	3	8.11
Galen Tait Memorial Park	Western Avenue And Ellicott Street, NW, Washington, District Of Columbia	3	0.49
Guy Mason	3600 Calvert Street NW, Washington, District Of Columbia	3	2.57
Hardy	4470 Q Street NW, Washington, District Of Columbia	3	1.23
Hearst	3600 Tilden St. NW, Washington, District Of Columbia	3	3.89
Linnean Park	Linnean St And Nevada Ave, Washington, District Of Columbia	3	6.06
Macomb	3409 Macomb St NW, Washington, District Of Columbia	3	1.27
Newark Community Garden	Newark St And 39th St NW, Washington, District Of Columbia	3	5.06
Palisades	5200 Sherrier Place NW, Washington, District Of Columbia	3	9.87
Park	47th And Upton St. NW, Washington, District Of Columbia	3	0.29
Park	49th And Yuma St. NW, Washington, District Of Columbia	3	0.12
Park	Massachusetts Avenue And 35th St. NW, Washington, District Of Columbia	3	0.60
Park	Massachusetts Avenue And 36th St. NW, Washington, District Of Columbia	3	0.39
Park	Massachusetts Avenue And 50th St. NW, Washington, District Of Columbia	3	0.69
Park	New Mexico Avenue And 44th, Washington, District Of Columbia	3	0.09
Park	Reservoir Road NW And Macarthur Blvd., Washington, District Of Columbia	3	0.40
Park	Dexter Place NW, Washington, District Of Columbia	3	0.08
Park	Military Rd. And 42nd St. NW, Washington, District Of Columbia	3	0.15

## RFP for Landscaping Services

## Group 2

Park	Nevada Ave NW & Broad Branch Rd NW, Washington, District Of Columbia	3	0.19
Park	Nevada Avenue And Runymeade, Washington, District Of Columbia	3	0.02
Park	Reno And Military Roads, NW, Washington, District Of Columbia	3	0.04
Park	Reno Rd NW & 38th St NW, Washington, District Of Columbia	3	0.45
Park	Reno Rd NW & 39th St NW, Washington, District Of Columbia	3	0.39
Park	34th And Ordway St. NW, Washington, District Of Columbia	3	0.18
Park	Glenbrook Rd. And Rockwood Pkwy., NW, Washington, District Of Columbia	3	0.30
Park	Idaho Avenue And Porter Street, NW, Washington, District Of Columbia	3	0.03
Park	Massachusetts And Cathedral Avenue, NW, Washington, District Of Columbia	3	0.07
Park	River Rd NW & 44th St NW, Washington, District Of Columbia	3	0.09
Park	River Rd. NW & 42nd Streets NW, Washington, District Of Columbia	3	0.04
Park	Thompson Circle NW, Washington, District Of Columbia	3	0.03
Park	Tilden Street And Reno Road, NW, Washington, District Of Columbia	3	0.06
Park	Wisconsin Ave And Fessenden NW, Washington, District Of Columbia	3	0.28
Park	Wisconsin Ave And 39th NW, Washington, District Of Columbia	3	0.13
Park	Wisconsin Ave And Ellicot NW, Washington, District Of Columbia	3	0.11
Park	Woodley Road And 29th Street, NW, Washington, District Of Columbia	3	0.11
Park	Woodley Road, 32nd Street And Kling Road, NW, Washington, District Of Columbia	3	0.05
Park	Broadbranch Road And Brandywine Street, NW, Washington, District Of Columbia	3	0.08
Park	Indian Rock Terrace NW & Charleston Terrace NW, Washington D.C., District Of Columbia, 20007	3	0.02
Park	Chevy Chase Parkway And Patterson Street, NW, Washington, District Of Columbia	3	0.13
Park	Nebraska Avenue And 38th, Washington, District Of Columbia	3	0.04
Park (Cul De Sac)	2900 Garfield Terrace NW, Washington, District Of Columbia	3	0.06
Park (Cul De Sac)	3088 Harrison Street, NW, Washington, District Of Columbia (Requires Edging/Trimming)	3	0.02
Park (Cul De Sac)	3592 Overlook Lane NW, Washington, District Of Columbia	3	0.04
Park (Cul De Sac)	4610 Kenmore Drive NW, Washington, District Of Columbia	3	0.03

## RFP for Landscaping Services

## Group 2

Park (Cul De Sac)	4651 Kenmore Drive NW, Washington, District Of Columbia	3	0.02
Park (Cul De Sac)	5158 Palisade Lane NW, Washington, District Of Columbia	3	0.02
Park (Cul De Sac)	5278 Partridge Lane NW, Washington, District Of Columbia	3	0.02
Park (Cul De Sac)	2606 31st St. NW, Washington, District Of Columbia	3	0.02
Park (Cul De Sac)	2898 Allendale Place NW, Washington, District Of Columbia	3	0.01
Park (Cul De Sac)	3706 33rd Place NW, Washington, District Of Columbia	3	0.02
Park (Cul De Sac)	2702 Chesapeake Street NW, Washington, District Of Columbia	3	0.01
Park (Cul De Sac)	2800 Chesterfield Place NW, Washington, District Of Columbia	3	0.01
Stoddert Rec Center	4001 Calvert Street NW, Washington, District Of Columbia	3	1.05
W Street Park	48th And W St, Washington, District Of Columbia	3	2.99
Wilson Aquatic Center	4551 Fort Drive, NW, Washington, District Of Columbia	3	0.50
Park (Cul De Sac)	2804 29th Place NW, Washington, District Of Columbia	3	0.15
Park	Reno Rd NW & Chevy Chase Pkwy NW, Washington, DC 20016	3	0.10
Fort Reno (Non-Athletic Field Area)	Chesapeake St. NW And 40th St. NW, Washington D.C. 20016	3	4.88
Park	Chevy Chase Parkway And Oliver St. NW, Washington, D.C.	3	0.11
Rose Reno	4820 Howard Street, NW	3	
Second District Headquarters	3320 Idaho Ave., NW	3	
	45 Observatory Circle NW	3	
Lafayette	5701 Broad Branch Rd, NW	4	3.00
Truesdell	800 Ingraham St, NW	4	2.00
Roosevelt	4301 13th & Upshur St, NW	4	4.00
Macfarland	4400 Iowa Ave, NW	4	2.00
Raymond	915 Spring Rd, NW	4	2.00
Mamie D Lee	100 Gallatin St, NE	4	2.00
Coolidge	6315 5th St, NW	4	4.00
Whittier	6201 5th St, NW	4	1.00
Brightwood	1300 Nicholson St, NW	4	1.25
Shepherd	7800 14th St, NW	4	1.00
West	1338 Farragut St, NW	4	2.00
Takoma	7010 Piney Branch Rd, NW	4	4.00
Lasalle	501 Riggs Rd, NE	4	0.50
Powell	1350 Upshur St, NW	4	2.00
Barnard	430 Decatur St, NW	4	3.00
Sharpe Health	4300 13th St, NW	4	1.00
16th Street Median		4	
Emery	5701 Georgia Avenue NW, Washington, District Of Columbia	4	7.33
Fort Stevens	1327 Van Buren Street NW, Washington, District Of Columbia	4	8.80
Hamilton	1340 Hamilton Street NW, Washington, District Of Columbia	4	1.73

## RFP for Landscaping Services

## Group 2

Lafayette	33rd & Patterson Streets NW, Washington, District Of Columbia	4	7.30
Lamond	20 Tuckerman St NE, Washington, District Of Columbia	4	2.60
Marvin Caplan Memorial Park	Alaska Ave. And Holly NW, Washington, District Of Columbia	4	0.29
Park	17th Street And Kalmia Rd., NW, Washington, District Of Columbia	4	0.01
Park	4th St. And Blair Rd., NW , Washington, District Of Columbia	4	0.10
Park	7234 15th Place NW, Washington, District Of Columbia	4	0.02
Park	Birch Drive And Redwood Terrace, NW , Washington, District Of Columbia	4	0.01
Park	East Beach And North Portal Drives, NW, Washington, District Of Columbia	4	0.02
Park	East Beach And Portal Drives, NW , Washington, District Of Columbia	4	0.03
Park	Nebraska And Oregon Avenues, NW, Washington, District Of Columbia	4	0.12
Park	Nebraska Avenue And Morrison Streets, NW, Washington, District Of Columbia	4	0.01
Park	Plymouth Street And Sudbury Lane, NW, Washington, District Of Columbia	4	0.30
Park	Utah Avenue And Tennyson Street, NW, Washington, District Of Columbia	4	0.05
Park	Western Ave. And Pinehurst Circle, NW, Washington, District Of Columbia	4	0.57
Park	2nd, And Kennedy St NW, Washington, District Of Columbia	4	0.13
Park	664 Madison St. NW, Washington, District Of Columbia	4	0.82
Park	Colorado Ave And Kennedy St, NW , Washington, District Of Columbia	4	0.07
Park	Colorado Ave And Nicholson St, NW , Washington, District Of Columbia	4	0.04
Park	Eastern Ave And Peabody St, NE , Washington, District Of Columbia	4	0.05
Park	Georgia Ave NW & Illinois Ave St NW, Washington, District Of Columbia	4	0.02
Park	Kansas Ave And Longfellow St, NW , Washington, District Of Columbia	4	0.23
Park	Kansas Ave, And Ingraham St, NW , Washington, District Of Columbia	4	0.29
Park	Luzon Ave. And Underwood St. NW, Washington, District Of Columbia	4	0.40
Park	Missouri Ave And Longfellow St, NW, Washington, District Of Columbia	4	0.17
Park	New Hampshire Ave And North Capitol St NW, Washington, District Of Columbia	4	0.24
Park	New Hampshire Ave And South Dakota Avenue NE, Washington, District Of Columbia	4	0.08
Park	New Hampshire Avenue And Oglethorpe Street, NW, Washington, District Of Columbia	4	0.08

## RFP for Landscaping Services

## Group 2

Park	Riggs Road And 6th Street, NE, Washington, District Of Columbia	4	0.10
Park	16th Street And Arkansas Ave., NW , Washington, District Of Columbia	4	0.01
Park	18th St. And Argyle Terr., NW, Washington, District Of Columbia	4	0.19
Park	Allison St. And Argyle Terrace NW , Washington, District Of Columbia	4	0.02
Park	Illinois Ave And Shepherd Street, NW , Washington, District Of Columbia	4	0.17
Park	Kansas Ave And Quincy St, NW , Washington, District Of Columbia	4	0.29
Park	Kansas Ave And Spring Road, NW , Washington, District Of Columbia	4	0.03
Park	Kansas Ave. And Varnum Street, NW , Washington, District Of Columbia	4	0.18
Park	New Hampshire Ave And 8th NW, Washington, District Of Columbia	4	0.28
Park	New Hampshire Ave, And 7th St. NW, Washington, District Of Columbia	4	0.31
Park	Randolph And 4th NW , Washington, District Of Columbia	4	0.05
Park	Rock Creek Church Rd. And Randolph, NW , Washington, District Of Columbia	4	0.02
Park	Rock Creek Church Road And Quincy Street, NW, Washington, District Of Columbia	4	0.33
Park	Upshur And 9th St. & Kansas Ave NW , Washington, District Of Columbia	4	0.38
Park	Arkansas Ave And Georgia Avenue, NW , Washington, District Of Columbia	4	0.33
Park	Arkansas Avenue And Decatur Street, NW , Washington, District Of Columbia	4	0.05
Park	Arkansas Avenue And Emerson Street, NW , Washington, District Of Columbia	4	0.58
Park	Blagden Ave Decatur St. NW, Washington, District Of Columbia	4	0.04
Park	Blair Road And Whittier St, NW , Washington, District Of Columbia	4	0.13
Park	Illinois Ave, And Ingraham Streets, NW , Washington, District Of Columbia	4	0.22
Park	Illinois Ave. And Gallatin Streets, NW , Washington, District Of Columbia	4	0.82
Park	Kansas Ave And Farragut St, NW , Washington, District Of Columbia	4	0.13
Park	Kansas Ave, And Emerson St, NW , Washington, District Of Columbia	4	0.04
Park	Kansas Ave, And Gallatin St, NW , Washington, District Of Columbia	4	0.40
Park	N Dakota/2nd/Quackenbos, NE, Washington, District Of Columbia	4	0.24
Park	New Hampshire Ave And 4th St, NW, Washington, District Of Columbia	4	0.13



## RFP for Landscaping Services

## Group 2

Park	New Hampshire Ave, And Ingraham Streets, NW, Washington, District Of Columbia	4	0.61
Park	New Hampshire Avenue And Allison Street, NW, Washington, District Of Columbia	4	0.03
Park	New Hampshire Avenue And Decatur Street, NW, Washington, District Of Columbia	4	0.19
Park (Culd De Sac)	2026 Plymouth St. NW, Washington, District Of Columbia	4	0.09
Park (Culd De Sac)	2198 Sudbury Place NW, Washington, District Of Columbia	4	0.01
Park (Culd De Sac)	3328 Stuyvesant Place NW, Washington, District Of Columbia	4	0.01
Petworth	801 Taylor Street NW, Washington, District Of Columbia	4	1.07
Riggs Lasalle	501 Riggs Rd NE, Washington, District Of Columbia	4	4.80
Rudolph	5200 2nd Street NW, Washington, District Of Columbia	4	1.38
Shepherd Field	Kalmia And Jonquil St. NW, Washington, District Of Columbia	4	0.65
Takoma Aquatic Center	3rd & Van Buren Streets NW, Washington, District Of Columbia	4	7.94
Twin Oaks Garden	14th St And Shepherd NW, Washington, District Of Columbia	4	0.56
Upshur	4300 Arkansas Avenue NE, Washington, District Of Columbia	4	5.51
Park	North Capitol St NE & Madison St NW, Washington, District Of Columbia 20011	4	0.24
Park	590 Rock Creek Church Rd NW, Washington, District Of Columbia 20010	4	0.02
Park	Piney Branch Rd NW & Blair Rd NW, Washington D.C., DC 20012	4	0.09
Rudolph	5200 2nd Street, N.W.	4	
Blockbuster	6428 Georgia Avenue Nw	4	2945.00
Patrol Services Bureau And School Security Branch	801 Shepherd Street, NW	4	
Clark	4501 7th Street, N.W.	4	
Fourth District Headquarters	6001 Georgia Ave., NW	4	
New Lacasa	1131 Spring Road NW	4	
Rabaut School	100 Peabody St NW	4	1.50
	1125 Spring Rd NW	4	
Paul Roberson School	3700 10 St. NW	4	1.00

RFP for Landscaping Services  
Group 3

PROPERTY	ADDRESS/LOCATION	WARD	SIZE
Hyde	18th & Perry St NE	5	1.00
Luke C. Moore	1001 Monroe Street NE	5	1.50
Thurgood Marshall	3100 Lincoln Drive NE	5	5.00
Phelps	704 26th St, NE	5	5.00
Shaed	301 Douglas St, NE	5	1.00
Browne	850 26th St, NE	5	5.00
Spingarn	2500 Benning Rd, NE	5	7.00
Bunker Hill	1401 Michigan Ave, NE	5	1.00
Burroughs	1820 Monroe St, NE	5	5.00
Dunbar	1301New Jersey Ave, NE	5	3.00
Langdon	1900 Evart St, NE	5	1.00
Wheatley	1299 Neal Street NE	5	2.00
Noyes	2725 10th St, NE	5	1.00
Emery	1720 1st St, NE	5	0.50
Mckinley	151 T St, NE	5	6.00
Food Service	3535 V St, NE	5	0.50
Webb	1375 Mt. Olive Rd, NE	5	2.00
Hamilton Center	1401 Brentwood Pkwy NE	5	4.00
Penn Center	3rd & R St, NE	5	0.50
Arboretum	2412 Rand Place NE, Washington, District Of Columbia	5	2.39
Brentwood	2311 14th Street NE, Washington, DC 20018, Washington, District Of Columbia	5	1.29
Brentwood Park	6th St. & Neal Place NE, Washington, District Of Columbia	5	2.10
Dakota Park	South Dakota Ave And 33rd St NE, Washington, District Of Columbia	5	2.40
Edgewood	320 Evarts Street NE, Washington, District Of Columbia	5	2.19
Florida Ave Playground	Florida Ave NW And 1st St NW, Washington, District Of Columbia	5	0.81
Fort Lincoln	3100 Fort Lincoln Drive NE, Washington, District Of Columbia	5	13.70
Harry Thomas	1743 Lincoln Rd. NE, Washington, District Of Columbia	5	4.49
Joe Cole	1200 Morse Street NE, Washington, District Of	5	1.51
Keene Park	198 Gallatin St. NE, Washington, District Of Columbia	5	2.72
Langdon Park	2901 20th Street NE, Washington, District Of Columbia	5	20.00
Loomis Park	Adams And 19th Place NE, Washington, District Of Columbia	5	2.48
New York Avenue Playground	100 N St. NW, Washington, District Of Columbia	5	2.33
North Michigan Park	1333 Emerson Street NE, Washington, District Of Columbia	5	2.14
Noyes Park	10th And Franklin St NE, Washington, District Of Columbia	5	1.12
Park	10th Street And Michigan Ave, Washington, District Of Columbia	5	0.09
Park	Edgewood And 6th St NE , Washington, District Of Columbia	5	0.39
Park	Franklin St. And 4th St. NE, Washington, District Of Columbia	5	1.61

## RFP for Landscaping Services

## Group 3

Park	Harewood Road And Taylor St.NE , Washington, District Of Columbia	5	0.15
Park	Michigan Ave And 12th St, NE , Washington, District Of Columbia	5	0.65
Park	Michigan Ave And Bunker Hill NE, Washington, District Of Columbia	5	1.39
Park	Michigan Ave And Randolph St, NE , Washington, District Of Columbia	5	0.08
Park	Michigan Avenue And Franklin Street, NE , Washington, District Of Columbia	5	0.01
Park	South Dakota Ave And 12th St. NE, Washington, District Of Columbia	5	0.04
Park	South Dakota Ave NE & Sargent Rd NE, Washington, District Of Columbia	5	0.11
Park	South Dakota Ave, And Crittenden Streets, NE , Washington, District Of Columbia	5	0.13
Park	South Dakota Ave,And Otis Streets NE , Washington, District Of Columbia	5	0.29
Park	South Dakota Ave,And Randolph Streets, NE , Washington, District Of Columbia	5	0.15
Park	30th And Evarts St. St NE, Washington, District Of Columbia	5	0.07
Park	Bladensburg Road And 28th St NE, Washington, District Of Columbia	5	0.30
Park	Douglas St. NE And 30th St. NE, Washington, District Of Columbia	5	0.21
Park	Girard St NE & 16th St NE, Washington, District Of Columbia	5	0.13
Park	Lincoln Road And Channing St, NE , Washington, District Of Columbia	5	0.24
Park	Rhode Island Ave And 1st St., Washington, District Of Columbia	5	0.13
Park	Rhode Island Ave And Brentwood Road NE , Washington, District Of Columbia	5	0.63
Park	Rhode Island Ave And 15th St., NE , Washington, District Of Columbia	5	0.41
Park	Rhode Island Ave And Hamlin St. NE, Washington, District Of Columbia	5	0.03
Park	Rhode Island Ave And Saratoga Avenue, NE , Washington, District Of Columbia	5	0.02
Park	Rhode Island Ave And U Street, NE , Washington, District Of Columbia	5	0.10
Park	Rhode Island Ave,And 17th St NE , Washington, District Of Columbia	5	0.16
Park	Rhode Island Ave. And T St., Washington, District Of Columbia	5	0.08
Park	Rhode Island Ave. And U St., NW , Washington, District Of Columbia	5	0.06
Park	Rhode Island Avenue And Newton Street, NE , Washington, District Of Columbia	5	0.02

## RFP for Landscaping Services

## Group 3

Park	South Dakota Ave And Irving Streets, NE , Washington, District Of Columbia	5	0.41
Park	South Dakota Ave,And Franklin Street, NE , Washington, District Of Columbia	5	0.14
Park	Adams Street And 18th St. NE, Washington, District Of Columbia	5	0.04
Park	Rhode Island Avenue And V Street, NE , Washington, District Of Columbia	5	0.06
Park	Rhode Island Avenue And W Street, NE , Washington, District Of Columbia	5	0.49
Taft/Dwight Mosely	18th & Perry Sts. NE, Washington, District Of Columbia	5	4.81
Trinidad	1310 Childress Street NE, Washington, District Of Columbia	5	5.27
Turkey Thicket	1150 Michigan Avenue NE, Washington, District Of Columbia	5	7.28
Farragut	414 Farragut ST NE	5	7.00
DDOT	1735 15th Street NE	5	2.34
DPW	1725 15th St., NE	5	
Washington, MM	27 O Street, N.W.	5	
Young	26th & Benning Rd., NE	5	
DDOT	1403 W Street NE	5	0.04
The Crummell School Lot	1900 Gallaudet St. NE	5	142.00
SWAMA	1241 W St., NE	5	
Tree Division	1241 W St., NE	5	
Cook, JF	30 P Street, N.E.	5	
5th District	1805 Bladensburg Road, NE	5	
Crummel	Gallaudet & Kendall Streets, N.E.	5	
Youth Division	1700 Rhode Island Ave., NE	5	
Langston- Slater	45 P Street, N.W.	5	
Slowe - Portion	1401 Jackson Street, N.E.	5	
Fleet Service	2175 West Virginia Ave., NE	5	
	1626 North Capitol St, NW	5	0.11
Library	2600 Benning Road, NE	5	0.25
Shelter	1355 New York Ave NE	5	
Cochroan Shelter	1861 Corcoran St NE	5	
Animal Shelter	1201 NY Ave NE	5	
Library	135 NY Ave N.W	5	0.25
Youth Services Center	1000 Mt Olivet Rd, NE, WDC, 20002	5	2.50
Exodus	1860 Kendall Street, NE, WDC, 20002	5	0.02
Ludlow Taylor	659 G St, NE	6	1.00
Goding/Prospect	920 F St, NE	6	0.50
Watkins	420 12th St, SE	6	1.00
Peabody	425 C St, NE	6	0.50
Elliot-Hine	1830 Constitution Ave, NE	6	5.00
Eastern	1700 E . Capitol St, NE	6	7.00
Logan	3rd & G St, NE	6	1.00
Miner	605 15th St, NE	6	3.00
Stuart Hobson	410 E St, NE	6	1.00
Maury	1250 Constitution Ave, NE	6	2.00
Payne	305 15th St, NE	6	1.00

## RFP for Landscaping Services

## Group 3

Van Ness	1150 5th St, SE	6	1.00
Brent	330 3rd St, SE	6	0.50
Wilson, JO	600 K St, NE	6	4.00
J.O Wilson	600 K St NE	6	
Health Dept - Mental Health Svcs Div	35 K Street NE	6	
Dennis Dolinger Memorial Park (Potomac Ave.)	15th And G Streets, Washington, District Of Columbia	6	0.02
Eastern Branch Boy And Girls	261 17th St SE, Washington, District Of Columbia	6	0.22
Garfield Park	F And 2nd St. SE, Washington, District Of Columbia	6	6.91
Joy Evans	555 L Street SE, Washington, District Of Columbia	6	0.79
King - Greenleaf	201 N Street SW, Washington, District Of Columbia	6	4.49
Langsburg Park	Delaware Ave SW And K St , Washington, District Of Columbia	6	3.00
Lovejoy Park	E Street And 12th Street NE, Washington, District Of Columbia	6	1.10
Park	15th Street And Kentucky Ave SE, Washington, District Of Columbia	6	0.09
Park	16th And G Streets, SE, Washington, District Of	6	0.21
Park	16th Street And Kentucky Ave SE, Washington, District Of Columbia	6	0.08
Park	17th And E Streets, SE, Washington, District Of	6	0.57
Park	Potomac Ave. And E Street, SE, Washington, District Of Columbia	6	0.35
Park	South Carolina Avenue And C Street, SE, Washington, District Of Columbia	6	0.13
Park	Independence Ave And 7th St SE, Washington, District Of Columbia	6	0.25
Park	I St. SW And 3rd St. SW, Washington, District Of Columbia	6	0.46
Park	North Carolina Avenue And E Street, SE, Washington, District Of Columbia	6	0.05
Park	Potomac Ave. And K Street, SE, Washington, District Of Columbia	6	0.36
Park	13th Street And Kentucky Ave, Washington, District Of Columbia	6	0.01
Park	13th Street And Tennessee Ave, Washington, District Of Columbia	6	0.26
Park	1400 Constitution Avenue, NE, Washington, District Of Columbia	6	0.01
Park	14th And D St, NE, Washington, District Of Columbia	6	0.23
Park	14th And E St, NE, Washington, District Of Columbia	6	0.17
Park	14th Street And Independence Avenue, SE, Washington, District Of Columbia	6	0.21
Park	15th St, And F Street, NE, Washington, District Of Columbia	6	0.03
Park	15th Street And North Carolina Avenue, Washington, District Of Columbia	6	0.25
Park	15th Street And South Carolina Avenue, SE, Washington, District Of Columbia	6	0.46

## RFP for Landscaping Services

## Group 3

Park	17th And C Streets, SE, Washington, District Of	6	0.63
Park	222 Kentucky Ave, Washington, District Of Columbia	6	0.03
Park	8th Street And Constitution Avenue, NE, Washington, District Of Columbia	6	0.33
Park	9th And A Streets, NE, Washington, District Of	6	0.07
Park	Kentucky And Independence Avenue, SE, Washington, District Of Columbia	6	0.12
Park	Massachusetts Avenue And A Street, SE, Washington, District Of Columbia	6	0.35
Park	North Carolina Avenue And A Street, NE, Washington, District Of Columbia	6	0.38
Park	South Carolina Avenue And 13th Street, SE, Washington, District Of Columbia	6	0.43
Park	12th And K St NE, Washington, District Of Columbia	6	0.06
Park	8th And K St, Washington, District Of Columbia	6	0.03
Park	Massachusetts Ave And H St., Washington, District Of Columbia	6	1.12
Randall	820 South Capitol Street SW, Washington, District Of Columbia	6	3.76
Rumsey Aquatic Center	635 North Carolina Avenue, Washington, District Of Columbia	6	1.15
Sherwood	1000 G St. NE, Washington, District Of Columbia	6	1.95
Virginia Avenue	1001 Virginia Avenue SE, Washington, District Of Columbia	6	2.61
Rosedale Recreation Center	17th Street NE And Gales Street NE	6	3.88
Park	18th Street And Massachusetts Ave SE	6	0.70
Park	6th St SW And I ST SW, Washington, DC 20024	6	0.25
Park	Potomac Ave. And 13th Street, SE, Washington, District Of Columbia	6	0.35
Watkins	420 12th St. SE, Washington, DC 20003	6	0.10
Hine	335 8th Street, S.E.	6	
ANC Office 6B	921 Penn. Ave., SE	6	
Blair Shelter	633 I Street NE	6	
House Of Ruth Shelter	651 10th St. NE	6	
Henry Daly Building	300 Indiana Ave., NW Suite 2001	6	
	1300 H Street NE	6	
1st District Sub	500 E Street, SE	6	
	1900 Gallaudet St, NE	6	
Recorder Of Deeds	515 D Street NW	6	1.06
NSID (Narcotics)	1215 3rd Street, NE	6	
DC armory	2001 East Capital St., SE	6	
Alliance WIC - Bldg. #9	1900 Mass Ave., SE	6	
DC/DOH/S.T.D. Clinic - Bldg. #8	1900 Mass Ave., SE	6	
DC/DOH/TB & Chest Clinic - Bldg. #15	1900 Mass Ave., SE	6	
DC/OPM Bldg. #6 Office Maintenance staff	1900 Mass Ave., SE	6	
DCG Pharmacy	1900 Mass Ave., SE	6	
DCRA	1900 Mass Ave., SE	6	
DOC Patient Holding Cells	1900 Mass Ave., SE	6	

RFP for Landscaping Services  
Group 3

DHS Womens Services - Bldg. #13	1900 Mass Ave., SE	6	
DOH Med/Surg Clinics-Capital Health Mgmt.	1900 Mass Ave., SE	6	
DOH/Detox. Center - Bldg. #12	1900 Mass Ave., SE	6	
DOH/Dispensing Center	1900 Mass Ave., SE	6	
DOH/Medical Records - Bldg. #6	1900 Mass Ave., SE	6	
DOH/Phoenix Center	1900 Mass Ave., SE	6	
Family Forward Shelter, 4th & 5th Floors	1900 Mass Ave., SE	6	
Harriet Tubman Shelter Bldg.9	1900 Mass Ave., SE	6	
OPM/FMD DCG/Warehouse	1900 Mass Ave., SE	6	
OPM/FMD DCGH/Power Plant	1900 Mass Ave., SE	6	
PSD- Security Admin. Office - ACCC Bldg.	1900 Mass Ave., SE	6	
Hayes	1005 5th Street, N.E.	6	
DMV	95 M Street, SW	6	
Harbor	550 Water St. SW	6	
H AND NEW JERSEY TRIANGLE	H And New Jersey Triangle (Mt. Carmel)	6	563N
Hine School	310 7th Street SE	6	901.00
Robert L. Christian Community Library	1300 H St. NE	6	1026.00
Reservation 722	Reservation 722 (I ST SW At N, Wesley Pl And 542/82 At E, 542/89 At S, Mackemie Pl At W)	6	499.00
Waterside Mall / Waterfront Station	401 M Street, Sw (1050 6th Street Sw)	6	542.00
Reservation 723	Reservation 723 (I St SW At N; 3rd St SW At E; 542/87 At S; Wesley Pl SW At W)	6	542.00
Reservation 484	Reservation 484 (Sw Frwy At N; S Capitol St And 644/810 On E; I St Sw And 643/801 At S; H St Sw On	6	644.00
Reservation 17a	Reservation 17a (Canal St, Se:1st And Nj Ave At W; 2nd St At E) 125 Canal St. Se	6	737.00
Reservation 243	Reservation 243 (2nd St Sw On W; R St On N;Potomac Ave On S And E)	6	S-603
Reservation 245	Reservation 245 (Half St Sw At W;Q St At N; Potomac Ave Sw At S And E)	6	S-657
Reservation 128 - Boathouse Row	Reservation 128 (12th St Se At W; M St Se At S; Virginia Ave Se At N And E)	6	E-999
Boathouse Row	1300 To 1900 Water St. Se	6	

## RFP for Landscaping Services

## Group 4

PROPERTY	ADDRESS/LOCATION	WARD	SIZE
Kimball Elementary	3375 Minnesota Ave SE	7	3.70
River Terrace	420 34th St, NE	7	2.00
Randle Highlands	1650 30th St, SE	7	3.00
Evans	5600 East Capitol St, NE	7	5.00
Harris, CW	301 53rd St, SE	7	3.00
Burrville	801 Division Ave, NE	7	2.00
Winston	3100 Erie St, SE	7	0.50
Beers	3600 Alabama Ave, SE	7	2.00
Aiton	433 48th Pl, NE	7	2.00
Kelly Miller	301 49th St, NE	7	2.00
Fletcher Johnson	4650 Benning Rd, SE	7	6.00
Plummer	4601 Texas Ave, SE	7	2.00
Houston	1100 50th Pl, NE	7	2.00
Davis	4430 H St, SE	7	1.00
Kenilworth	1300 44th St, NE	7	3.00
Ron Brown	4800 Meade St, NE	7	1.00
Shadd	5601 East Capitol St, NE	7	3.00
Drew	5600 Eads St, NE	7	2.00
Sousa	3650 Ely Place, SE	7	3.00
Nalle, JC	219 50th St, SE	7	4.00
Smothers	4400 Brooks St, NE	7	1.00
Thomas, N	650 Anacostia Ave, NE	7	5.00
Alger Park	31st And W St SE, Washington, District Of Columbia	7	7.16
Benning Park	51st & Fitch Sts SE, Washington, District Of Columbia	7	8.50
Benning Stoddert	100 Stoddert Place SE, Washington, District Of Columbia	7	11.15
DC Therapeutic	3030 G St. SE, Washington, District Of Columbia	7	4.53
Deanwood	49th St & Quarles St NE, Washington, District Of Columbia	7	0.20
Fort Davis	1400 41st. St. SE, Washington, District Of Columbia	7	3.07
Hillcrest	32nd And Denver Sts SE, Washington, District Of Columbia	7	16.93
Kelly Miller (Athletic Field)	49th & 50 Sts SE, Washington, District Of Columbia	7	10.80
Kenilworth Parkside (Combo 0790)	4300 Anacostia Ave NE, Washington, District Of Columbia	7	29.62
Park	1878 T St. SE, Washington, District Of Columbia	7	0.02
Park	21st And D Streets, NE, Washington, District Of Columbia	7	0.23
Park	28th And N Streets, SE, Washington, District Of Columbia	7	0.09
Park	46th Street And Hanna Place, SE, Washington, District Of Columbia	7	0.03
Park	49th And East Capitol St, Washington, District Of Columbia	7	0.51
Park	Minnesota Avenue And 16th SE, Washington, District Of Columbia	7	0.27
Park	Minnesota Avenue And Good Hope Road, SE, Washington, District Of Columbia	7	0.24
Park	Texas Avenue And East Capitol Street SE , Washington, District Of Columbia	7	0.06
Park	63rd Street And Eastern Avenue, NE, Washington, District Of Columbia	7	0.01



## RFP for Landscaping Services

## Group 4

Park	63rd St. & 65th St NE, Washington, District Of Columbia, 20019	7	0.07
Park	31st & K Streets, SE, Washington, District Of Columbia	7	0.18
Park	34th And D Streets, SE, Washington, District Of Columbia	7	0.29
Park	34th And Pope St SE, Washington, District Of Columbia	7	0.02
Park	34th Street And Highview Terrace, SE, Washington, District Of Columbia	7	0.04
Park	36th Street And Croffut Place, SE, Washington, District Of Columbia	7	0.31
Park	8 Anacostia Road, Washington, District Of Columbia	7	0.06
Park	Highview Terrace And Denver Street, SE, Washington, District Of Columbia	7	0.04
Park	Minnesota Avenue And Ames Street, NE, Washington, District Of Columbia	7	0.05
Park	51st Street And Ayers Place, SE, Washington, District Of Columbia	7	0.12
Park	Alabama Ave SE & Bowen Rd SE, Washington, District Of Columbia	7	0.06
Park	Blaine Street And Division Avenue, SE, Washington, District Of Columbia	7	0.25
Park (Cul De Sac)	2716 29th Street SE, Washington, District Of Columbia	7	0.07
Park (Cul De Sac)	4696 Hilltop Terrace SE, Washington, District Of Columbia	7	0.05
Park (Cul De Sac)	1500 38th Street, Washington, District Of Columbia	7	0.02
Park (Cul De Sac)	3674 Highwood Drive SE, Washington, District Of Columbia	7	0.02
Park (Cul De Sac)	54 Anacostia Road SE, Washington, District Of Columbia	7	0.02
Pope Branch	3401 Nash Pl SE, Washington, District Of Columbia	7	9.00
Ridge	800 Ridge Rd. SE, Washington, District Of Columbia	7	8.41
Watts Branch	42nd St.& Hunt Place, Washington, District Of Columbia	7	61.70
Fort Chaplin Park	Texas Ave SE & C St SE, Washington, District Of Columbia 20019	7	0.92
Park	East Capitol St NE & Benning Rd SE, Washington, District Of Columbia 20019	7	0.06
Park	29th St SE & P St SE, Washington, District Of Columbia 20020	7	0.30
Fort Mahan	42nd St NE & Foote St NE, Washington, District Of Columbia 20019	7	2.64
37th St Family Housing	342 37th St., SE	7	
29 Randle Circle SE	Washington, DC 20020	7	
Randall Highlands (1911 Bldg)	1650 30th Street, SE	7	
6th District	100 42nd Street, NE	7	
	3451 Benning Rd @ Eads St NE	7	0.22
6th District Sub	2701 Penn. Ave., SE	7	
	4215 Nannie Helen Burrough Ave	7	
Merritt	5002 Hayes Street, NE	7	2.08
MINNESOTA-BENNING	MINNESOTA-BENNING	7	176.00
2337 PENNSYLVANIA AVE, SE	2337 PENNSYLVANIA AVENUE, SE	7	5560.00
MARVIN GAYE PARK	DIVISION & FOOTE ST'S NE	7	
WARDS 7 & 8 HOUSING	1046 45th Street NE	7	5157.00
WARDS 7 & 8 HOUSING	1227 47th Place NE	7	5160.00

## RFP for Landscaping Services

## Group 4

WARDS 7 & 8 HOUSING	Adjacent To 1227 47th Place NE (SE Corner 47th And Nash)	7	5160.00
Anacostia	1601 16th St, SE	8	3.00
Kramer	1700 Q St, SE	8	4.00
Ketcham	1919 15th St, SE	8	4.00
Orr	2200 Minnesota Ave, SE	8	3.00
Green Elementary	1500 Mississippi Ave SE, Washington, District Of Columbia	8	7.50
Malcolm X	1351 Alabama Ave SE	8	3.70
Martin Luther King	3200 6th Street SE	8	1.00
Stanton	2701 Naylor Rd, SE	8	5.00
Ferebee Hope	3999 8th St, SE	8	6.00
Wilkinson	2330 Pomeroy Rd, SE	8	3.00
Garfield	2435 Alabama Ave, SE	8	2.00
Simon	401 Mississippi Ave, SE	8	3.75
Moten	1565 Morris Rd, SE	8	5.50
Ballou	3401 4th St, SE	8	10.00
Leckie	420 ML King Ave, SW	8	2.50
Hart	601 Mississippi Ave, SE	8	3.25
Mctterrell	3301 Wheeler Rd, SE	8	3.50
Patterson, WB	4300 South Capitol Terr SE	8	1.50
Johnson	1400 Bruce Pl, SE	8	6.50
Mcgogney	3400 Wheeler Rd, SE	8	8.25
Hendley	425 Chesapeake St, SE	8	3.00
Savoy	2400 Shannon Pl SE	8	2.50
Health Dept - Mental Health Svcs Div (MHSD)	821 Howard Rd SE	8	
Around The JHP Building To Include The Large And Small Court Yards (Bldg 122)	Saint Elizabeths Hospital Campus	8	1.50
CEMETERY	1100 Alabama Ave SE - SEH	8	10.00
Front And Rear Of CT7(Bldg 116)	1100 Alabama Ave SE - SEH	8	0.20
Front And Sides Of CT 8 (Bldg 115)	1100 Alabama Avenue SE - SEH	8	0.20
Front, And Rear Of CT5(Bldg 108)	1100 Alabama Avenue SE - SEH	8	0.50
Front, Rear, And Sides Of CT4(Bldg 107)	1100 Alabama Ave SE - SEH	8	0.50
Lot By Gate 5 And Along Alabama Ave To Metro	1100 Alabama Ave - SEH	8	1.00
NEW HOSPITAL And RMB And Dogwood Drive	1100 Alabama Avenue SE- SEH	8	4.50
St. E's Campus - Around Water Tower		8	
Anacostia Fitness Center	1800 Anacostia Dr.SE, Washington, District Of Columbia	8	13.75
Bald Eagle	1801 Martin Luther King Jr. Ave SW, Washington, District Of Columbia	8	4.36
Barry Farm	1230 Sumner Road SE, Washington, District Of Columbia	8	5.34
Congress Heights	100 Randle Place SE, Washington, District Of Columbia	8	4.27
Douglass	2100 Stanton Terrace SE, Washington, District Of Columbia	8	5.26
Fort Greble	Martin Luther King Jr. & Elmira Street SW, Washington, District Of Columbia	8	3.64

## RFP for Landscaping Services

## Group 4

Fort Stanton	1812 Erie Street SE, Washington, District Of Columbia	8	9.28
Oxon Run Park	15th And Mississippi Avenue, Washington, District Of Columbia	8	132.10
Park	Martin Luther King Ave And Alabama Avenue, SE , Washington, District Of Columbia	8	0.29
Park	25th And Good Hope Road, SE , Washington, District Of Columbia	8	0.02
Park	Minnesota Ave And Q Street , Washington, District Of Columbia	8	0.05
Park	Minnesota Ave And S Street, SE , Washington, District Of Columbia	8	0.31
Park	Naylor Road Amd Q St. SE , Washington, District Of Columbia	8	0.24
Park (REMOVED)	Naylor Road And S Street SE , Washington, District Of Columbia	8	0.27
Park	4th Street And Mississippi Avenue, SE , Washington, District Of Columbia	8	0.09
Park	4th Street And Livingston Terrace, SE , Washington, District Of Columbia	8	0.18
Park	8th And Atlantic St SE, Washington, District Of Columbia	8	1.83
Park (Cul De Sac)	2398 14th Place SE, Washington, District Of Columbia	8	0.05
Wheeler And Mississippi	Wheeler St. And Mississippi St, Washington, District Of Columbia	8	2.00
Park (Cul De Sac)	2398 15th Place SE, Washington, DC	8	1.00
ERT	Blue Plain Dr., SW	8	
Mobile Force	Blue Plain Dr., SW	8	
	542 Foxhall Place SE	8	0.06
117 Wayne Place SE	Washington, DC 20032	8	
Harris, PR	4600 Livingston Road, S.E.	8	
DOH Lab	DC Village Lane SE, Bldg #7	8	
Impoundment Lot	5001 Sheppard Pkwy SW	8	
K9 Bomb Squad	4667 Blue Plain Dr SW	8	
Residential	2B DC Village Lane	8	
Recruiting	Blue Plains # 6 DC Village Lane, SW (Bldg-1A, 1B, And 3B)	8	
Training Academy	4665 Blue Plain Dr SW	8	2.16
DOH Warehouse	DC Village Lane SE, Bldg #4	8	
107 Wayne Place SE	Washington, DC 20032	8	
7th District	2455 Alabama Ave., SE	8	
	4300 12th Street SE	8	0.73
	4304 12th Street SE	8	0.73
801 East	2700 MLK St. SE	8	
	560 Foxhall Place SE	8	0.06
	562 Foxhall Place SE	8	0.06
Congress Height	600 Alabama Street, S.E.	8	
	544 Foxhall Place SE	8	0.06
Around "P", "N", And "I" Buildings (Bldgs 100, 94, And 95)	Saint Elizabeths Hospital Campus	8	1.50
Around "R" Building (Bldg 89)	Saint Elizabeths Hospital Campus	8	0.20
Around Barton Hall To Include Ball Field	Saint Elizabeths Hospital Campus	8	0.80

RFP for Landscaping Services  
Group 4

Around Behavioral Studies Bldg ( Bldg 102)	Saint Elizabeths Hospital Campus	8	0.40
Around Glenside (Bldg 91)	Saint Elizabeths Hospital Campus	8	0.20
Around Smith Center, Front Of WAW And Nicols Bldgs (Bldgs 90,93,And 92)	Saint Elizabeths Hospital Campus	8	1.00
Around The Chapel ( Bldg 121)	Saint Elizabeths Hospital Campus	8	0.40
Front And Side Of CT2 (Bldg 112)	Saint Elizabeths Hospital Campus	8	0.50
Front Of CT1(Bldg 111)	Saint Elizabeths Hospital Campus	8	0.60
Front, Rear Of CT Kitchen (Bldg 109)	Saint Elizabeths Hospital Campus	8	0.60
Front, Rear, And Side Of CT3(Bldg 106)	Saint Elizabeths Hospital Campus	8	0.50
Front, Rear, And Side Of CT6(Bldg 110)	Saint Elizabeths Hospital Campus	8	0.60
Lot By Gate 4 And Along MLK On The Inside	Saint Elizabeths Hospital Campus	8	2.50
	2601 & 2603 Naylor Rd. SE	8	
DHCD	1800 MLK SE	8	
	1226 Good Hope Rd SE	8	
Saint Elizabeth's East Campus	MLK And Redwood Drive SE	8	
1909 MLK Ave. SE	1909 - 1913 Martin Luther King Junior Avenue SE	8	5770.00
Sherman Ave. Lot	2251 SHERMAN AVE NW		2873.00
Young School	820 26th St NE		

Attachment B

[Contractor's Letterhead]

[Insert Date]

District of Columbia Department of General Services  
2000 14<sup>th</sup> Street, NW  
Washington, D.C. 20009

Att'n: Mr. Brian J. Hanlon  
Interim Director

Reference: Request for Proposals – Landscaping Services

Dear Mr. Hanlon:

On behalf of [INSERT NAME OF BIDDER] (the "Offeror"), I am pleased to submit this proposal in response to the Department of General Services' (the "Department" or "DGS") Request for Proposals (the "RFP") for Landscaping Services. The Offeror has reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract (collectively, the "Bid Documents") and has conducted such due diligence and analysis as the Offeror, in its sole judgment, has deemed necessary in order to submit its Proposal in response to the RFP. The Offeror's proposal and the Lump Sums (as defined in paragraph A), and the Hourly Rates (as defined in paragraph B) are based on the Bid Documents as issued and assume no material alteration of the terms of the Bid Documents. (Collectively, the proposal, the Lump Sums and the Hourly Rate Prices are referred to as the "Offeror's Bid".)

The Offeror's Bid is as follows:

- A. Lump Sums for Routine Maintenance Services: \$ (see attached spreadsheet)
- B. The Hourly Rates for Additional Services: \$ (see attached spreadsheet)

The Offeror acknowledges and understands that the Lump Sums and Hourly Rates are firm, fixed prices and intended to be Offeror's sole compensation for the services required under the contract and should include sufficient funding for all of the Offeror's costs associated with the work, including, but not limited to, labor, tools and equipment, materials and supplies (where applicable), and overhead, insurance and profit.

The Offeror's Bid is based on and subject to the following conditions:

1. The Offeror agrees to hold its proposal open for a period of at least one hundred twenty (120) days after the date of the bid.
2. Assuming the Offeror is selected by the Department and subject only to the changes requested in paragraph 5, the Offeror agrees to enter into a contract with the Department on the

terms and conditions described in the Bid Documents within ten (10) days of the notice of the award.

3. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this bid form and bind the Offeror to the terms of the Offeror's Bid. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Bid.

4. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

5. The Offeror's proposal is subject to the following requested changes to the Form of Contract: [INSERT REQUESTED CHANGES. OFFERORS ARE ADVISED THAT THE CHANGES SO IDENTIFIED SHOULD BE SPECIFIC SO AS TO PERMIT THE DEPARTMENT TO EVALUATE THE IMPACT OF THE REQUESTED CHANGES IN ITS REVIEW PROCESS. GENERIC STATEMENTS, SUCH AS "A MUTUALLY ACCEPTABLE CONTRACT" ARE NOT ACCEPTABLE. OFFERORS ARE FURTHER ADVISED THAT THE DEPARTMENT WILL CONSIDER THE REQUESTED CHANGES AS PART OF THE EVALUATION PROCESS.]

6. The Offeror hereby certifies that neither it nor any of its team members have entered into any agreement (written or oral) that would prohibit any contractor, subcontractor or subconsultant that is certified by the District of Columbia Office of Department of Small and Local Business Enterprises as a Local, Small, Resident Owned or Disadvantaged Business Enterprise (collectively, "LSDBE Certified Companies") from participating in the work if another company is awarded the contract.

7. This bid form and the Offeror's Bid are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Base Year  
Spring 2012 - Fall 2012

<b>ROUTINE GROUNDS MAINTENANCE SERVICES (April through November 2012, include 24 mowings)</b>	<b>LUMP SUM RATE (including labor, tools and equipment, materials and supplies, and overhead, insurance and profit)</b>	<b>Add/Deduct for 1 routine grounds maintenance visit</b>
Group 1		
Group 2		
Group 3		
Group 4		
<b>ADDITIONAL LANDSCAPING SERVICES (as needed, on a time &amp; material basis)</b>	<b>HOURLY RATE (inlcuding labor, tools and equipment, and overhead, insurance and profit)</b>	
Gardener/Landscaper		
Laborer, Grounds Maintenance		
Pruner		
Tractor Operator		
Certified Pesticide Applicator		
Supervisor		
<b>MATERIALS AND SUPPLIES</b>	<b>PERCENTAGE MARK-UP FOR MATERIALS AND SUPPLIES REQUIRED FOR SERVICES PERFORMED ON A TIME AND MATERIALS BASIS</b>	

Option Year 1  
Spring 2013 - Fall 2013

<b>ROUTINE GROUNDS MAINTENANCE SERVICES (March through November 2013, include 27 mowings)</b>	<b>LUMP SUM RATE (including labor, tools and equipment, materials and supplies, and overhead, insurance and profit)</b>	<b>Add/Deduct for 1 routine grounds maintenance visit</b>
Group 1		
Group 2		
Group 3		
Group 4		
<b>ADDITIONAL LANDSCAPING SERVICES (as needed, on a time &amp; material basis)</b>	<b>HOURLY RATE (inlcuding labor, tools and equipment, and overhead, insurance and profit)</b>	
Gardener/Landscaper		
Laborer, Grounds Maintenance		
Pruner		
Tractor Operator		
Certified Pesticide Applicator		
Supervisor		
<b>MATERIALS AND SUPPLIES</b>	<b>PERCENTAGE MARK-UP FOR MATERIALS AND SUPPLIES REQUIRED FOR SERVICES PERFORMED ON A TIME AND MATERIALS BASIS</b>	



Option Year 2  
Spring 2014 - Fall 2014

<b>ROUTINE GROUNDS MAINTENANCE SERVICES (March through November 2014, include 27 mowings)</b>	<b>LUMP SUM RATE (including labor, tools and equipment, materials and supplies, and overhead, insurance and profit)</b>	<b>Add/Deduct for 1 routine grounds maintenance visit</b>
Group 1		
Group 2		
Group 3		
Group 4		
<b>ADDITIONAL LANDSCAPING SERVICES (as needed, on a time &amp; material basis)</b>	<b>HOURLY RATE (inlcuding labor, tools and equipment, and overhead, insurance and profit)</b>	
Gardener/Landscaper		
Laborer, Grounds Maintenance		
Pruner		
Tractor Operator		
Certified Pesticide Applicator		
Supervisor		
<b>MATERIALS AND SUPPLIES</b>	<b>PERCENTAGE MARK-UP FOR MATERIALS AND SUPPLIES REQUIRED FOR SERVICES PERFORMED ON A TIME AND MATERIALS BASIS</b>	

Attachment C

The Offeror and each of its principal team members, if any, must submit a statement that discloses any past or present business, familiar or personal relationship with any of the following individuals:

A. D.C. Office of Public Education Facilities Modernization

Brian J. Hanlon	Interim Director
Scott Burrell	Interim Chief Operating Officer
JW Lanum	Interim Associate Director, Contracts and Procurement Division
Camille Sabbakhan	Interim General Counsel
Charles J. Brown, Jr.	Interim Deputy General Counsel

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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B. Leftwich & Ludaway

Thomas D. Bridenbaugh

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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C. Brailsford & Dunlavey  
McKissack & McKissack

Please identify any past or present business, familiar, or personal relationship in the space below. Use extra sheets if necessary.

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This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Offeror.

OFFEROR:

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of the Chief Financial Officer**  
**Office of Tax and Revenue**



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date**

**Authorized Agent**  
**Name of Organization/Entity**  
**Business Address (include zip code)**  
**Business Phone Number**

**Authorized Agent**  
**Principal Officer Name and Title**  
**Square and Lot Information**  
**Federal Identification Number**  
**Contract Number**  
**Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

**Signature of Authorizing Agent**

**Title**

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

## ATTACHMENT E

WD 05-2103 (Rev.-11) was first posted on www.wdol.gov on 06/17/2011

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Diane C. Koplewski Division of  
Director Wage Determinations

Wage Determination No.: 2005-2103  
Revision No.: 11  
Date Of Revision: 06/13/2011

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide  
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince  
George's, St Mary's  
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,  
King George, Loudoun, Prince William, Stafford

**\*\*Fringe Benefits Required Follow the Occupational Listing\*\***

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.98
01410 - Supply Technician		28.55
01420 - Survey Worker		20.03
01531 - Travel Clerk I		13.29
01532 - Travel Clerk II		14.36
01533 - Travel Clerk III		15.49
01611 - Word Processor I		15.63
01612 - Word Processor II		17.67
01613 - Word Processor III		19.95
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67
12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60

12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.92
14160 - Personal Computer Support Technician	26.22
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	35.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08

15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.88
16030 - Counter Attendant	9.88
16040 - Dry Cleaner	12.94
16070 - Finisher, Flatwork, Machine	9.88
16090 - Presser, Hand	9.88
16110 - Presser, Machine, Drycleaning	9.88
16130 - Presser, Machine, Shirts	9.88
16160 - Presser, Machine, Wearing Apparel, Laundry	9.88
16190 - Sewing Machine Operator	13.78
16220 - Tailor	14.66
16250 - Washer, Machine	10.88
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.14
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.02
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	18.02
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	15.09
21140 - Store Worker I	11.72
21150 - Stock Clerk	16.86
21210 - Tools And Parts Attendant	18.02
21410 - Warehouse Specialist	18.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.21
23021 - Aircraft Mechanic I	25.83
23022 - Aircraft Mechanic II	27.21
23023 - Aircraft Mechanic III	28.53
23040 - Aircraft Mechanic Helper	17.54
23050 - Aircraft, Painter	24.73
23060 - Aircraft Servicer	19.76
23080 - Aircraft Worker	21.01
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	26.02
23130 - Carpenter, Maintenance	21.40
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91



23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63

28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.19
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90

31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.59 per hour or \$143.60 per week or \$622.27 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer

occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives.

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

#### \*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

#### Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

## Department of Employment Services

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### Living Wage Act of 2006

#### SERVICES

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#### ONLINE SERVICE REQUESTS



**The Living Wage Act of 2006 is Title I of the “Way to Work Amendment Act of 2006”, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11), which became effective June 8, 2006.** Recipients of new contracts or government assistance (grant, loan or tax increment financing) shall pay affiliated employees and subcontractors who perform services under the contracts or assistance no less than the current living wage of \$12.50 per hour.

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#### Living Wage Act of 2006 Requirements

For contracts for services in the amount of \$100,000 or more, unless specifically included, the Act:

- Requires contractors to pay their affiliated employees and to pay their affiliated subcontractors no less than the current “Living Wage”
- Requires contractors to include in subcontracts for \$15,000 or more a provision requiring the subcontractor to pay its employees performing under that contract no less than the current “Living Wage”
- Requires contractors to provide a copy of the “Living Wage Act of 2006 Fact Sheet” to each employee and subcontractor performing under that contract
- Requires contractors to post a copy of the “Living Wage Act of 2006 Notice” in a conspicuous place in its place of business
- Requires contractors to include in subcontracts for \$15,000 or more a provision requiring the subcontractor to post the “Living Wage Act of 2006 Notice” in a conspicuous place in its place of business
- Requires contractors to maintain their payroll records for at least three years from the date of payroll
- Requires contractors to include in subcontracts for \$15,000 or more a provision requiring the subcontractor to maintain its payroll records under that contract for at least three years from the date of payroll

For government assistance in the amount of \$100,000 or more, unless specifically included, the Act:

- Requires recipients to pay their affiliated employees and to pay their affiliated subcontractors no less than the current “Living Wage”
- Requires recipients to include in subcontracts for \$50,000 or more a provision requiring the subcontractor to pay its employees performing under that government assistance no less than the current “Living Wage”
- Requires recipients to provide a copy of the “Living Wage Act of 2006 Fact Sheet” to each employee and subcontractor performing under the assistance
- Requires recipients to post a copy of the “Living Wage Act of 2006 Notice” in a conspicuous place in its place of business
- Requires recipients to include in subcontracts for \$50,000 or more a provision requiring the subcontractor to post the “Living Wage Act of 2006 Notice” in a conspicuous place in its place of business
- Requires recipients to maintain their payroll records for at least three years from the date of payroll
- Requires recipients to include in subcontracts of \$50,000 or more a provision requiring the subcontractor to maintain

its payroll records under the contract for at least three years from the date of payroll

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### What is the Living Wage?

- The current living wage rate is \$12.50. The living wage rate will be posted on the websites of the Department of Employment Services (DOES) and the [Office of Contracting and Procurement \(OCP\)](#).
- DOES will adjust the rate annually and publish the rate not later than March 1 of each year, starting in 2008.

Except as specifically excluded, the Act applies to all District contracts for services in the amount of \$100,000 or more and subcontracts under those contracts in the amount of \$15,000 or more.

The contractor and subcontractor are required to pay their affiliated employees under these contracts and subcontracts no less than the living wage rate, regardless of whether health care benefits are provided.

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### Living Wage Act of 2006 Exemptions:

The following contracts and agreements are exempt from the Living Wage Act of 2006:

- Contracts or other agreements that are subject to higher wage level determinations required by federal law
- Existing and future collective bargaining agreements, provided that the future agreements result in the employee being paid no less than the established living wage rate
- Contracts for regulated utilities, such as electricity, telephone, water
- Contracts for services needed immediately to prevent or to respond to a disaster or eminent threat to public health or safety declared by the Mayor
- Contracts or other agreements that provide trainees with additional services, including case management and job readiness services, provided that the trainees do not replace employees subject to the Act
- Employees under 22 years of age employed during a school vacation period, or enrolled as full-time students working less than 25 hours per week
- Tenants or retail establishments that occupy property constructed or improved by government assistance
- Employees of nonprofit organizations that employ no more than 50 people and are tax exempt pursuant to Section 501 (c )(3) of the Internal Revenue Code
- Medicaid provider agreements for direct care services if the direct care is not provided through a licensed home care agency, community residence facility, or group home for mentally retarded persons as those terms are defined in section 2 of D.C. Law 5-48 (D.C. Official Code §44-501)\*
- Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services

\*Published rulemaking and state plan revisions required before living wage applies.

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### Monitoring and Enforcement

#### Question: Who monitors whether a contractor is paying the living wage?

Answer: DOES and DC Office of Contracts and Procurement (OCP) share monitoring responsibilities.

#### Q: If I learn that a contractor is not paying the living wage, who do I contact?

A: Contact DOES.

#### Q: What are the enforcement mechanisms?

A: The CO should issue a cure notice to the contractor. Failure to pay the living wage could result in termination of the contract for default. In addition, the employee may bring a complaint against their employer under the [Wage-Hour](#) law.

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### Waiver



The Office of the Mayor may exempt a contractor or subcontractor from the requirements of the Act, subject to approval of the Council.

Recipients must demonstrate that the provisions of the Act will pose a significant financial hardship on them.



### Frequently Asked Questions

**Q: Does the Act apply to small purchases?**

A: The Act applies to all contracts for services for \$100,000 or more unless specifically exempted.

**Q: If the contract amount for the base period is less than \$100,000, but the amount of the option period is \$100,000 or more, is the contractor subject to living wage clause?**

A: Yes, the contractor will be subject to the living wage during the option period.

**Q: What do I do if the living wage changes before I exercise an option?**

A: The contract specialist does not need to modify the contract each time the rate changes. Once the contract is modified to add the living wage rate provision, the contractor must pay the current living wage rate. The living wage rate may change from year to year starting in 2008.

**Q: Where can I find the living wage?**

A: You can visit the DOES website and the [Office of Contracting and Procurement \(OCP\)](#) website.

**Q: When is the Act effective?**

A: The Act became effective on June 8, 2006 for all new contracts for services and option periods going forward. It will not be applied to existing contracts until an option is exercised. Current solicitations for services should be amended to include the new provision.

**Q: Will equitable adjustments to existing contracts be necessary for option periods if the Act applies?**

A: Yes, if justified.

**Q: Does the Act apply to procurements from federal schedules?**

A: No.

**Q: Does the Act apply to DC Supply Schedule agreements?**

A: Yes, for contracts for services.

**Q: Will the Act be incorporated in the master contracts?**

A: Yes, when options are exercised.

**Q: Does the Act apply to Council of Government agreements**

A: Yes, to the extent practicable



\* This document is presented in Portable Document Format (PDF) and a PDF reader is required for viewing.  
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